

## Overview of Procurement Policies

The Prince William County Procurement Regulations require the County to compete its requirements, to the maximum practicable extent, giving all qualified firms an opportunity to compete on an equitable basis to ensure the County receives the best value.

All solicitations valued at \$30,000 or more for supplies and services are posted at [pwcgov.org/bid](http://pwcgov.org/bid). The solicitation documents can be downloaded from that site. Some bid opportunities may be advertised in local newspapers. Firms that do not have access to the Internet or have difficulties using the web site may call Procurement Services.

Formal procurements estimated to be more than \$200,000 are made competitively by one of the following:

1. **Sealed Bids:** An Invitation for Bids (IFB) is issued describing the supplies or services and asking for bids due on a specific date. All bids are opened at a formal, public bid opening and a bid tabulation is posted on the website. Award is made to the lowest responsive and responsible bidder.
2. **Proposals:** A Request for Proposal (RFP) is issued describing the supplies or services and how the County will evaluate the proposals submitted. The evaluation may involve discussions and negotiation. Award is made to the firm that offers the best overall value to the County.

For purchases valued at more than \$30,000 and less than \$200,000 for supplies and services, Procurement Services issues a Request for Quotation (RFQ). At least three firms shall be contacted to submit a quote.

Purchases under \$30,000 are made directly by the Using Department.



**PRINCE WILLIAM**  
Procurement Services

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# Doing business with Prince William County

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### Prince William County Procurement Services

1 County Complex Court  
Suite 220 (MC 460)  
Prince William, Virginia 22192  
[procurement@pwcgov.org](mailto:procurement@pwcgov.org)  
703-792-6770

[pwcgov.org/bid](http://pwcgov.org/bid)

## General Information

Prince William County Government relies on local businesses and companies throughout the nation to support its mission. With annual expenditures of more than \$300 million for supplies and services, the County is proactive in its efforts to solicit companies of all sizes to serve as business partners. To discover what opportunities exist for your business, visit [pwcgov.org/bid](http://pwcgov.org/bid) to view information such as:

- **Business Opportunities (Solicitations)**
  - **Vendor Registration**
  - **Contract Awards**
    - **Bid Results**
    - **Term Contracts**
  - **Procurement Regulations**

**Call (703) 792-6770 for assistance using the website**

## Supplier Registration

To register with Prince William County:

1. Go to: [www.pwcgov.org/bid](http://www.pwcgov.org/bid)
2. Click on Vendor Registration/Login
3. Select Vendor Registration  
*(Note: Download the Instructions underneath the tab to use as a guide.)*
4. Enter your Company/Individual Details, Contact Information, Address, Business Classification, Product and Services, and Banking Details.  
*(Products and Services are codes used to categorize vendor capabilities and individual procurements. If one of the codes from your vendor profile is included in a formal solicitation, you will receive a notification.)*
5. Submit your entry to complete your registration process.  
*(You will receive an email confirmation that your registration is being processed.)*

*The Prince William County Procurement Regulations require that all firms register with the County prior to receiving a contract award. An approved supplier may receive notice of solicitations that fall within the selected capabilities. Due to legal and security issues, each supplier must complete their own online registration at our secure website. Each supplier will create a User ID and Password and make any future changes to their information in our database.*

## Supplies and services routinely purchased by the County include:

|                             |                              |
|-----------------------------|------------------------------|
| Architect/engineer services | Radios                       |
| Library supplies            | Computer Supplies            |
| Audio visual equipment      | Renovation services          |
| Moving services             | Consulting Services          |
| Auto parts                  | Road construction            |
| Office equipment/machinery  | Construction Equipment       |
| Banking services            | Security services/equipment  |
| Office supplies             | Electrical Supplies          |
| Building services chemical  | Signs                        |
| Oils/lubricants             | Emergency medical items      |
| Clothing/uniforms           | Tires/tubes                  |
| Paving services             | Furniture                    |
| Communication Systems       | Tools                        |
| Printing supplies/services  | Janitorial supplies/services |
| Computer Hardware           | Training                     |
| Quarry supplies             | Laundry services             |
| Computer Software           | Vehicles                     |

## How to market your firm to Prince William County

Send your statement of qualifications to [procurement@pwcgov.org](mailto:procurement@pwcgov.org) and ask that it be shared with the appropriate departments. The Prince William County Government organizational chart, including department names, is included in the current budget document at [pwcva.gov/budget](http://pwcva.gov/budget)

## Upcoming Opportunities

Upcoming bid opportunities are posted on [www.pwcva.gov/bid](http://www.pwcva.gov/bid). Potential business partners are encouraged to review the County's adopted Budget, Strategic Plan, and Capital Improvement Program at [pwcva.gov/budget](http://pwcva.gov/budget) to identify areas of interest to your firm.

*The Public School System and Service Authority each have their own independent purchasing department. Specific information can be obtained by contacting the following:*

**Service Authority**  
(703) 335-7900

**School System**  
(703) 791-8743