



Procurement & Contracting

2022 Business Development
Series: How to Work with PGH2O

June 22, 2022

Agenda

- Procurement, Nicole Dickun, Senior Manager, Procurement
 - PWSA Resources
 - Submitting a bid
 - IFB vs. RFP
 - Common Document Submittals
 - Evaluation Criteria
- Supplier Diversity Program, Emily Pontarelli Senior Manager of Performance

Procurement

PWSA Resources

PGH2O.com

➤ Developers, Contractors & Vendors

➤ View our contracting opportunities

➤ [View Solicitations](#) to access Bonfire

The screenshot shows the PGH2O website's 'Bids & Opportunities' page. The header includes the PGH2O logo and navigation links for Residential & Commercial Customers, Developers, Contractors & Vendors, Projects & Maintenance, Your Water, About Us, News & Events, and a Search bar. A secondary navigation bar includes 'Translate', 'Report an Issue', and 'Pay a Bill'. The main content area features a breadcrumb trail: Home > Developers, Contractors & Vendors > Bids & Opportunities. A sidebar on the left lists navigation options: Developers, Contractors & Vendors Overview; Bids & Opportunities (selected); Solicitations; Supplier Diversity Program; Permits; Developer's Manual & Standard Details; and 2022 Business Development Series. The main text explains that PWSA contracts with various engineering firms, construction companies, professional consultants, and vendors to provide necessary equipment, supplies, and services for infrastructure projects. It states that for every procurement, the best method (Invitation for Bids (IFB) or Request for Proposals (RFP)) will be selected. A link to the 'Debarment and Suspension of Contractors and Vendors Policy and Procedure' is provided. An image of the Lanpher Reservoir in Shaler Township is shown on the right.

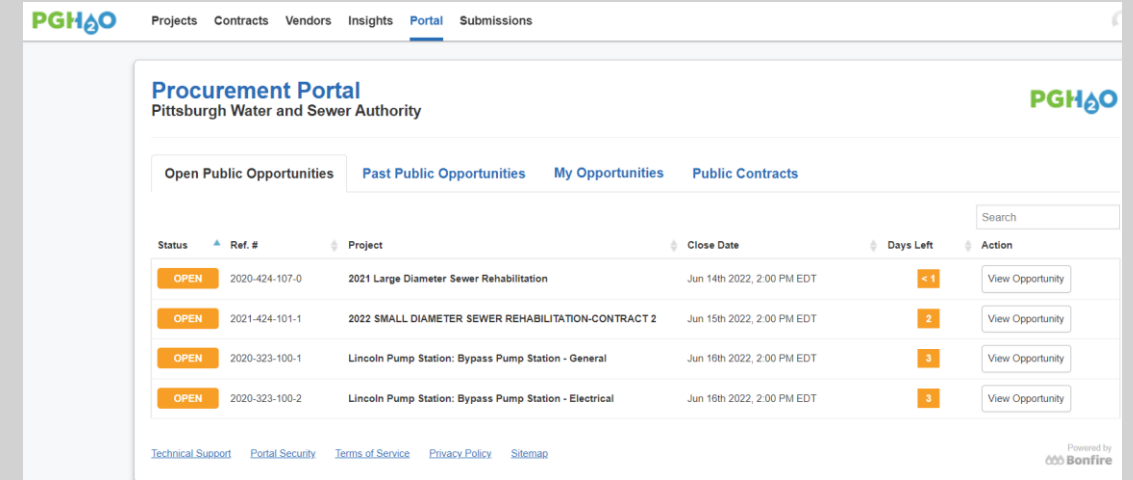
The screenshot shows the PGH2O Procurement Portal. The header includes the PGH2O logo and navigation links for Projects, Contracts, Vendors, Insights, Portal (selected), and Submissions. The main content area is titled 'Procurement Portal Pittsburgh Water and Sewer Authority'. It features a tabbed interface with 'Open Public Opportunities' selected. Below the tabs is a search bar and a table of opportunities. The table has columns for Status, Ref. #, Project, Close Date, Days Left, and Action. The footer includes links for Technical Support, Portal Security, Terms of Service, Privacy Policy, and Sitemap, and a 'Powered by Bonfire' logo.

Status	Ref. #	Project	Close Date	Days Left	Action
OPEN	2020-424-107-0	2021 Large Diameter Sewer Rehabilitation	Jun 14th 2022, 2:00 PM EDT	< 1	View Opportunity
OPEN	2021-424-101-1	2022 SMALL DIAMETER SEWER REHABILITATION-CONTRACT 2	Jun 15th 2022, 2:00 PM EDT	2	View Opportunity
OPEN	2020-323-100-1	Lincoln Pump Station: Bypass Pump Station - General	Jun 16th 2022, 2:00 PM EDT	3	View Opportunity
OPEN	2020-323-100-2	Lincoln Pump Station: Bypass Pump Station - Electrical	Jun 16th 2022, 2:00 PM EDT	3	View Opportunity

Procurement

How To Do Business with PWSA

- Review [open public bid opportunities](#)
- To submit bid, register company/log in
- View Vendor Submission Overview video
- Download required submission documents and complete
- Upload documents and Submit Bid in Bonfire



The screenshot displays the PGH&O Procurement Portal for the Pittsburgh Water and Sewer Authority. The page features a navigation menu with 'Projects', 'Contracts', 'Vendors', 'Insights', 'Portal', and 'Submissions'. The main content area is titled 'Procurement Portal' and includes tabs for 'Open Public Opportunities', 'Past Public Opportunities', 'My Opportunities', and 'Public Contracts'. A search bar is located in the top right corner. Below the tabs is a table listing open public bid opportunities.

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At the bottom of the page, there are links for 'Technical Support', 'Portal Security', 'Terms of Service', 'Privacy Policy', and 'Sitemap'. The page is powered by Bonfire.

Vendor Submission Overview



Procurement

Company Registration

➤ Registration is easy and free. Please be sure to select NAICs codes associated with your type of business or organization. Our solicitations will be set up using those codes and will be matched to vendors and contractors with the same codes.

➤ Register Company

➤ Log in

➤ Create New Vendor Registration

The screenshot shows the PGH2O Procurement Portal login page. At the top, there is a navigation bar with the PGH2O logo and the word "Portal". Below this, the page title "Procurement Portal" and "Pittsburgh Water and Sewer Authority" are displayed. A navigation menu includes "Log in", "Open Public Opportunities", "Past Public Opportunities", and "Public Contracts". The main content area features a "Log in with your Bonfire Account" section with fields for "Email" and "Password", and a "Log in" button with a "Forgot your password?" link. Below this is a "New Vendor Registration" section with a "Create your free Bonfire account" link. At the bottom, there is a "Need Help?" section with a "Contact Bonfire Support here" link. The footer contains links for "Technical Support", "Portal Security", "Terms of Service", and "Privacy Policy", along with a "Powered by Bonfire" logo.

The screenshot shows the PGH2O Procurement Portal "Register as a Vendor" page. The layout is similar to the login page, with the PGH2O logo and "Portal" header. The main content area is titled "Register as a Vendor" and includes a "Create account" button. Below this, there are several input fields: "Organization Name", "First Name", "Last Name", "Email", and "Email (Again)". At the bottom, there is a "Log in with your Bonfire Account" section with a "Show account login screen" link, and a "Need Help?" section with a "Contact Bonfire Support here" link. The footer contains links for "Technical Support", "Portal Security", "Terms of Service", and "Privacy Policy", along with a "Powered by Bonfire" logo.

Procurement

Differences between Invitation for Bids (IFB) and Request for Proposals (RFP)

An Invitation for Bids (IFB) is a “sealed bidding method” of soliciting bids.

The purpose of an IFB is to provide standardized information to all bidders when there is not a substantial difference between products or services that meet the required specifications, fostering a truly competitive process. This is achieved through a sealed bidding method of soliciting bids, leaving price as the major determining factor. The contract will ultimately be awarded to the lowest qualified bidder, with zero negotiations concerning price or services.

A Request for Proposals (RFP) is a “competitive negotiations method” of soliciting proposals.

PWSA utilizes the RFP method when the end-product is unique. The solicitation describes the desired end-product, the general specifications and define the proposal evaluation criteria. Quality and experience will be heavily weighed, price isn't the only deciding factor for award. RFP's allow prospective proposers to offer different methods, solutions, and price points for the PWSA to evaluate.

Proposers may be short-listed, interviewed and invited for negotiations. The proposers will then typically submit a Best and Final Offer before the contract is awarded based on the best price for the best value to PWSA. The proposal contents shall be kept confidential and not disclosed to competing offerors until the evaluation process is completed and the PWSA executes the contract.

Procurement

Common Document Submittals

EJCDC IFB

- Pricing Bid Table
- C-410
- Bid Bond
- List of Subcontractors
- List of Suppliers
- Supplier Diversity Program Commitment Form(s)
- C-451
- Schedule A-Current Experience
- Schedule B-Previous Experience
- Schedule C-Major Equipment
- Resumes of Officers and Key Personnel
- Safety Program/Manual
- OSHA Log and Citations
- Audited Balance Sheets
- Evidence of Authority
- Material Disposal Plan

Professional Services RFP

- Proposal
 - Cover Letter
 - Table of Contents
 - Firm Qualifications and References
 - Project Team
 - Project Approach and Scope of Work
 - Required Statements
 - Exceptions
 - Timeline
 - Loading Analysis/Schedule of Prices
- Affidavit
- Supplier Diversity Program Commitment Form(s)
- Addenda Acknowledgement
- Pricing Bid Table
- Loading Analysis/Schedule of Prices
- References
- Professional Services Agreement-Redlined

Procurement

RFP: Evaluation Criteria

Criteria	Points
Firm Qualifications & References	20
Project Team*	30
Project Approach and Scope of Work	20
Timeline	10
Schedule of Prices	10
Supplier Diversity Program - Participation Plan	10
Total	100

**Firms with a project manager/team located in Pittsburgh are given preference*

Questions





Supplier Diversity Program

2022 Business Development Series: How to Work with Pittsburgh Water and Sewer Authority

June 22, 2022

Program Overview

Supplier Diversity Policy

GOOD FAITH EFFORT WAIVER REQUEST FORM

PWSA Project Name:		Name of Bidder:	
PWSA Project Number:		Contact Name:	
Total Bid Amount:		Telephone Number:	
		Email Address:	

Disadvantaged Business Firm Name Contacted	Contact Name	Contact Telephone Number	Contact Email Address	Reason for Rejection
Narrative explanation as to why the contract does not have subcontracting opportunities				

- A firm bidding on or responding to a PWSA solicitation that is unable to meet the 10% minimum Supplier Diversity Program goals must demonstrate to the PWSA that it has made a good faith effort to solicit MBE, WBE, DBE, SBE, VBE, SDVBE, DOBE, and LGBTBE firms where applicable.
- For bid/proposals of disadvantaged businesses that are not selected, indicate the reason for rejection.
- If your company will not have a disadvantaged business participation, please indicate that as zero participation on the SDP Commitment Form and also complete the Good Faith Waiver Request Form.
- Include a description of any barriers or impediments encountered or reasoning for not meeting the minimum diversity participation goals in the narrative explanation section. All bids/proposals must be accompanied with the completed SDP Commitment Form and supporting documentation that includes email correspondence and bid/proposals received.

- 10-25% DBE goal on all contracts which includes:
 - Minority Business Enterprises (MBE)
 - Women Business Enterprises (WBE)
 - Veteran Business Enterprise (VBE), including Service-Disabled Veteran-Owned Businesses
 - Disability Owned Business Enterprise (DOBE)
 - LGBT Business Enterprises (LGBTBE)
- All vendors must be certified in order to count towards goals
- If vendors can't meet goals, we require a Good Faith Effort

Bid Scoring Process

Supplier Diversity Policy

- All professional service contracts will be scored from 1-10, 10 being the highest
 - If you are a DBE prime, or go above the 25% goals, you will be awarded the full 10 points
 - If you meet the goals of 10-25% you will receive 9 points
 - Anything under goals, score will depend on the amount of participation
- All IFB contracts will be scored pass/fail

Funding Type

- [The Commonwealth of Pennsylvania Department of General Services Bureau of Procurement “Registering as a Supplier” Guide](#)
- [Supplier Portal](#)

- Some funding types require additional outreach
 - PENNVEST funded projects require outreach using the [PA Department of General Services Website](#)
 - Two solicitation letters
 - Communication logs

Finding Opportunities

June 2022 Board Meeting



📅 Friday, Jun 24, 2022
🕒 10:00 AM - 12:00 PM
📍 Zoom Webinar

Our Board of Directors oversees the policy and budgetary direction of the Pittsburgh Water and Sewer Authority. They make decisions on project and program expenditures, approve our annual budget, and provide direction on initiatives to improve our water, sewer, and stormwater services. The meetings are open to the public and typically take place on the fourth Friday of the month. Visit our [About Us](#) section to learn more about our Board and review meeting agendas and minutes.

To join the virtual meeting, use the conference call information below:

Phone Number: [646-558-8656](tel:646-558-8656)

Meeting ID: 882 2660 3773

Alternatively, you may [join online](#) via Zoom.

- Bonfire
 - Register/update information to show that you're a DBE firm
 - Past opportunities are also located here
- Attend pre-bid meetings
 - These can be found on Bonfire and are held virtually
- City of Pittsburgh Buying Plan
 - https://apps.pittsburghpa.gov/redtail/images/17382_Pittsburgh_Buying_Plan_Feb_2022.pdf
- Attend Board meetings for updates on the organization
 - <https://www.pgh2o.com/news-events/events-meetings>

Monitoring Progress



- DBE progress is monitored on a quarterly basis.
 - This includes tracking payments made to subcontractors on each contract
 - Payment data is extracted from invoices
- Supplier Diversity Audits
 - Any contract over 25% complete and under goals will be audited.
 - This includes a conversation between the project manager and/or construction manager, and contractor or consultant.
 - Information regarding reasons why project is under goal will be stored in eBuilder

2021 Supplier Diversity Annual Report

- Released May 2022
- First public report of this data
- [View full report](#)

2021
MWDBE Spend
\$31,294,999



2021
MWDBE Vendors
76



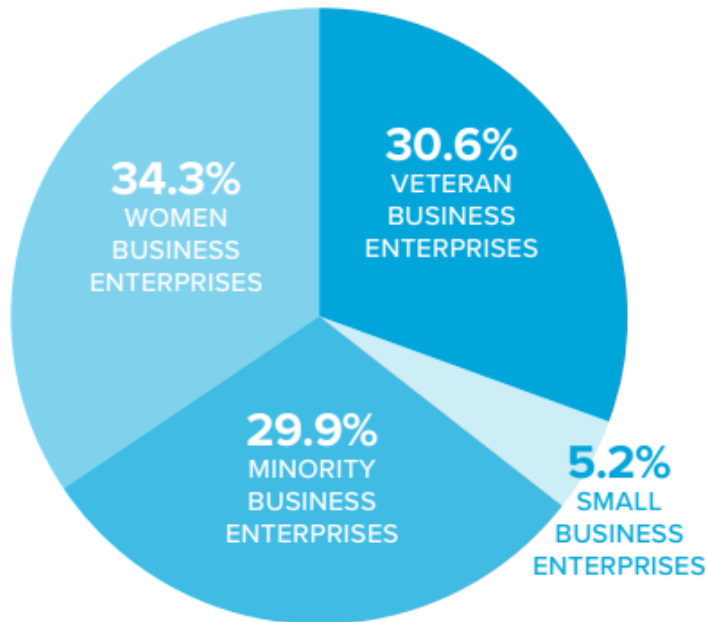
MWDBE Spend
% of Total
18%



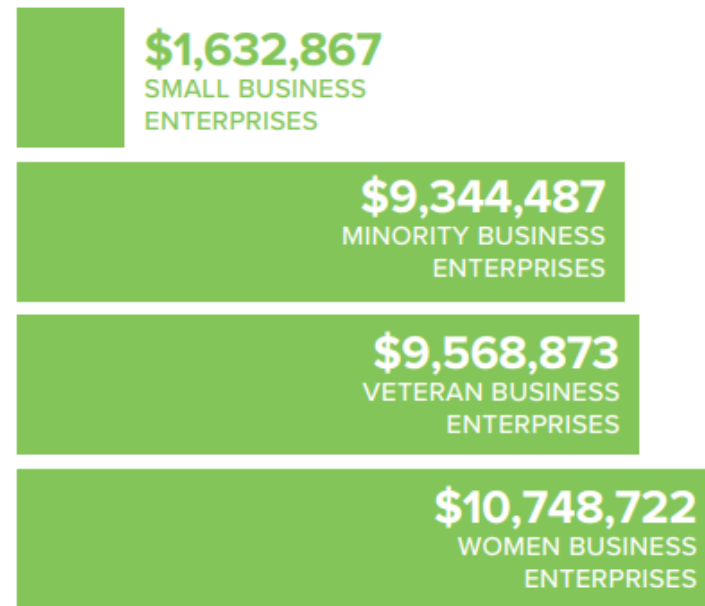
2021 Supplier Diversity Annual Report

“With \$181 million in capital investments planned for 2022, PWSA is committed to spending those dollars equitably across our communities. The 2021 Supplier Diversity Program Annual Report visually displays our MWDBE performance and economic impact for the first time, holding us accountable to improve year over year.” — Will Pickering, CEO Pittsburgh Water and Sewer Authority

Spend Percent by Certification Type



Total Spend by Certification Type



2021 Supplier Diversity Annual Report

Supplier Diversity Program Impact - Allegheny County

PWSA is proud to have a robust Supplier Diversity Program. Our commitment to contracting with diverse business enterprises benefits our local and regional economy by directly creating meaningful local job opportunities, indirectly generating business to business purchases to complete projects, and stimulating supply chain spending that keeps money in the region.

	EMPLOYMENT	LABOR INCOME	ECONOMIC OUTPUT
DIRECT IMPACT	134	\$10,045,899.72	\$31,294,999.00
INDIRECT IMPACT	67	\$4,830,335.63	\$12,803,223.71
INDUCED IMPACT	58	\$3,644,466.64	\$9,722,808.30
TOTAL	259	\$18,520,701.99	\$53,821,031.01

IMPLAN source: IMPLAN® model, 2020 Data, using inputs provided by PWSA and IMPLAN Group LLC, IMPLAN System (data and software), 16905 Northcross Dr., Suite 120, Huntersville, NC 28078 www.IMPLAN.com

Office Hours

[Schedule a virtual office visit](#)

- Biweekly virtual office hours
- This is for any questions you might have about the supplier diversity program
- 1:1 meeting

Events

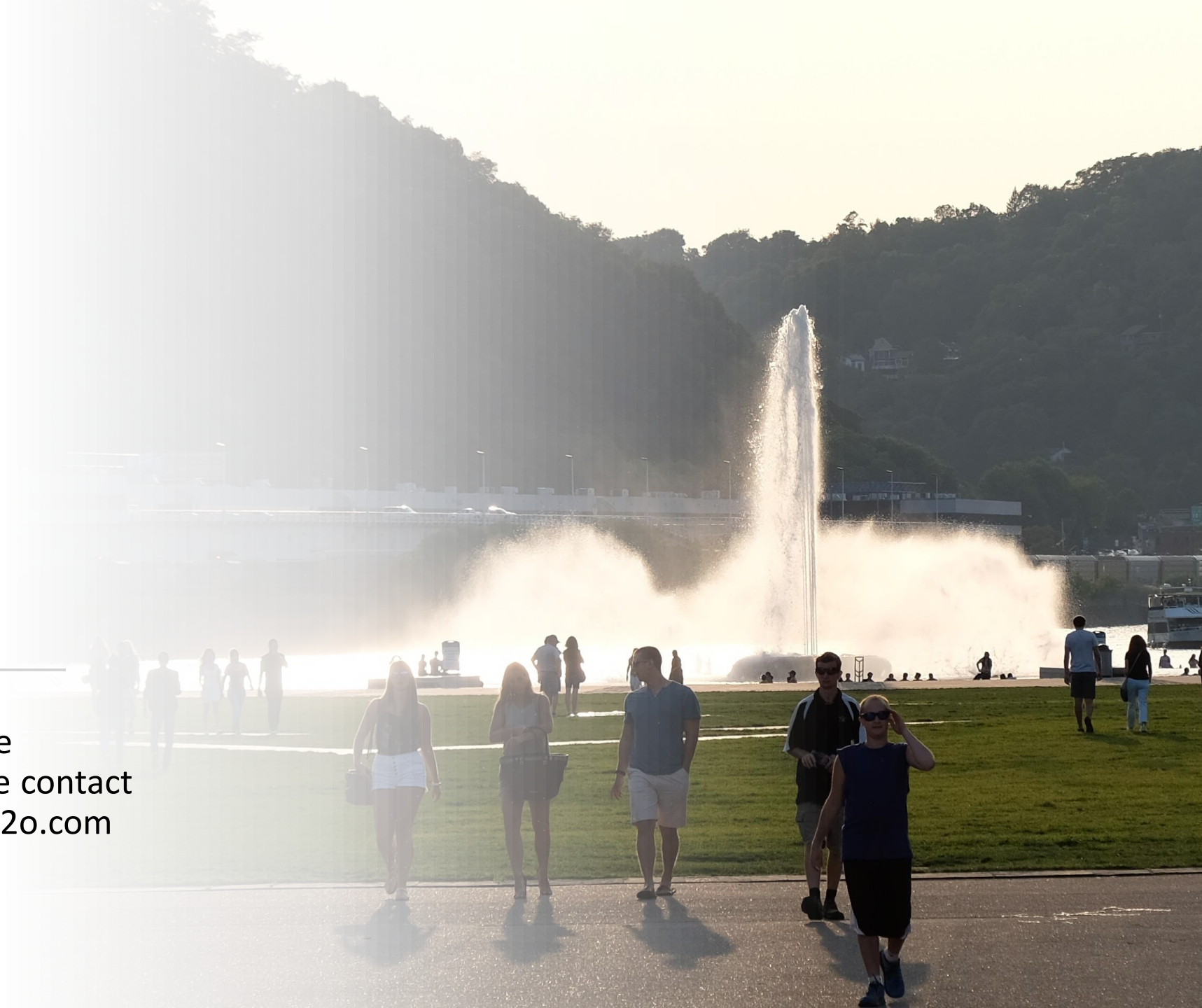


- Sign up for an account on Bonfire for information on events and program updates
- Tentative date for next supplier diversity event will be November 10th from 4:00-6:00 pm
 - in-person networking for the Water Reliability Plan projects



Thank you

Questions or comments about the
Supplier Diversity Program, please contact
Emily Pontarelli, epontarelli@pgh2o.com





Questions