

Where can I find current bid opportunities?

BCPS posts all available bid opportunities electronically on the following websites: [BCPS Invitation to Bid](#) or [E-Maryland Marketplace](#).

Here are some instructions for finding information on the [BCPS Bid Board](#).

You may call the Bidder's Hotline at 443-809-7819.

Construction, renovation and new school construction project details can also be found in the Internet Virtual Plan Room at Gardens Reprographics,

Here are simplified [directions for locating the details of plans and planholders](#).

Do I need to be pre-qualified to bid as a General Contractor or for Professional Services through Baltimore County Department of Public Works (BCDPW)?

- 1) **To bid** as a prime contractor, you **may be required** to be pre-qualified.
 - The bid documents will state if it is required, and what class is required.
 - Pre-qualification takes about 30 days, and is done through Baltimore County Department of Public Works Contracts Division.
 - Click here for more information: [Prequalification](#).
- 2) **To work** as a subcontractor you are **not required** to be pre-qualified.

My pre-qualification certification is pending. Can I bid?

No. The certification must be completed and approved before bidding. Baltimore County DPW has recently implemented new procedures to streamline and speed up the process.

If I am an MDOT-certified MBE or Woman-owned business, can I self-perform without subcontracting?

No. All prime bidders must put forth a good faith effort to achieve both the overall sub-contracting goal and the sub-goals for each project.

However, MBE Primes may count their work toward 50% of the overall goal and one of the subgoals, if set.

What constitutes a Good Faith Effort to locate MBE subcontractors?

The guidelines for judging an effort are listed on the second page of [Attachment F](#).

Here is a summary of the [GFE Points](#).

Where can I find potential sub-contractors or suppliers?

To be counted toward the goals, subs must be certified by MD DOT.

Refer to the MDOT website to search for possible candidates:

[MDOT Directory of Certified MBE and/or DBE firms](#).

If you want help or tips on using the online database to advertise a solicitation, contact the BCPS's **MBE Outreach Liaison** by [email](#), or by phone at 443-809-4334.

How do I find out the results of a bid?

This information about awards may take a few days to become official, pending the final evaluation of the bid responses. Some tips to getting information earlier:

- 1) Attend the public bid opening, and record the bids as they are read aloud.
- 2) Visit the BCPS Purchasing Office Website. Under [Contract Information](#) look for: *Contracts Pending Award*. This will display the contracts pending approval at the next BOE meeting.
- 3) Send an e-mail to the Purchasing Agent, identifying the bid number.

Is there any help available for completing the MBE forms for a bid?

Contact the [MBE Officer](#) or the [MBE Outreach Liaison](#) by email, or call the office at 443-809-4334. They can answer questions and provide help with forms.

Are waivers granted in whole or in part?

Waivers may be granted in whole or in part in particular circumstances. However, the Goals are set based on the availability of MDOT sub-contractors and suppliers and historical data, and are felt to be achievable. Therefore, the good faith effort must be truly complete, and the documentation must be exhaustive. Click here for more information on [Waiver guidelines](#).

If I am not the lowest bidder, why do I have to complete the additional forms, as directed by the Purchasing Agent?

There are instances in which an alternate bidder must be chosen. While it is not required to submit the forms, it has happened that we have had to choose the next-lowest bidder. Requesting the forms from the second bidder saves time in the long run.

Can a Prime Bidder change MBE participation once the contract is approved?

The general contractor may add participation, including a new MBE sub-contractor or supplier at any time during the course of a project. When submitting a requisition for payment, add the new MBE subcontractor to "Page 3 of 16". Mark the new subcontractor as "A", added, and complete the columns to show payment progress. A new subcontractor will be counted as additional participation on the project.

They may not replace the participation by the original subcontractors, unless the procedures have been followed to remove one of the MBE Subcontractors listed on Attachment B at the time of bidding.

In order to remove a minority sub-contractor or supplier, the general contractor must provide the MBE Officer with written documentation of a performance issue, or a written refusal from the sub-contractor detailing his/her inability to perform. The removal request will be reviewed and either accepted or rejected by the MBE Officer. The general contractor will be expected to maintain the overall goal of MBE participation on the project, as well as any sub-goals.

If a general contractor does not meet the percentages promised on Attachment B at the completion of the project, what are the repercussions?

BCPS will monitor payment progress as requisitions for payment are submitted. Payments to subs are expected to keep pace with the completion percentages of the project. As part of the approval for payment, the contractor must provide Lien Waivers from subcontractors to substantiate claims of payments. In the event of a problem with a subcontractor, the contractor must provide written documentation to explain the differences between the promised and achieved percentages.

I would like to work as a sub-contractor. Where can I find a current list of General Contractors (Planholders) for a particular project?

On the Internet visit the BCPS Virtual Plan Room, at [Gardens Imaging Solutions](#) Under BCPS, find the project name and expand it to display the link to planholders. This is a PDF file that can be saved or printed.

Here is a [one-page help](#) to get you through the site to the planholder list.

My MDOT certification is pending. Can my participation be counted toward the goal?

No. The MDOT certification must be completed and approved before participation can be counted by the Prime Bidder

What should I do if I am having trouble being paid by a general contractor?

Begin by escalating the non-payment issue within the General Contractor's company. If unsuccessful, contact the BCPS Project Manager in the Office of Engineering and Construction. If you still have questions, you may then contact the Purchasing Agent or the [MBE Officer](#). You will need to provide written details of unpaid invoice numbers and dates. A copy of the general contractor's payment bond may be requested in writing as a [Public Information Act Request](#). Details are on our website under *Our Sytem*.