HOW TO PREPARE FOR A METRO PRE-BID CONFERENCE

The following recommendations are meant to provide the METRO Certified Small Business (SB) or Certified Disadvantaged Business (DBE) Entity guidelines to preparing for a METRO Pre-Bid Conference. We highly recommend all SB/DBE Firms attend all applicable Pre-Bid Conferences and prepare themselves to be subcontract bidders.

THE SB/DBE FIRM OBJECTIVE:

The objective of a CERTIFIED SB or DBE Firm is to be added on the Prime Bidder's Contractor's Utilization Plan that MUST be submitted to METRO with their bid.

The following is METRO's Small Business Utilization Plan Policy:

- SB/DBE Bidders/Proposers are prohibited from bidding as a Prime Contractor and as a Subcontractor on the same project, i.e. submitting as a Prime Contractor in one submission and as a Subcontractor in another submission for the same project.
- SB/DBE Subcontract Bidders are limited to submitting as Subcontractors on only four (4) Prime Contractor bids/proposal submissions for the same project, i.e. SB/DBE Subcontractors are allowed to be on no more than four (4) different Prime Bidder Teams.

IMPORTANT WEBSITES

METRO Website - http://www.ridemetro.org

METRO Solicitation Registration Website
http://www.ridemetro.org/procurement_materials/registration1.asp

METRO Procurement Solicitations Website
http://www.ridemetro.org/procurement_materials/solicitations.asp

METRO Small Business Development Website
http://www.ridemetro.org/Business_Opportunities/business_development.asp

REGISTER TO RECEIVE SOLICITATIONS

1. Register on the **METRO Solicitation Registration Website** to receive emails about upcoming solicitations and to download the Scope of Work/Services and any other relevant documents.

STEPS TO PREPARE FOR A METRO PRE-BID CONFERENCE

1. **REVIEW THE METRO SCOPE OF WORK/SERVICES.**
   a. Every METRO Solicitation includes a Scope of Work/Services. Read the Scope of Services and familiarize yourself with the trades or services that may be required within the scope of services. Highlight areas you believe you can accomplish and have experience doing within the Scope of Work/Services.
2. **IDENTIFY AND LIST TRADES/SERVICES YOU CAN PROVIDE**
   a. It is very important that you list the services you believe you can provide that are listed and/or described in the Scope of Work. The Scope of Work is the foundation of the project. List the trades you can provide within the scope and reference the scope of work when are creating your list.
3. **PREPARE YOUR REFERENCES LIST**
   a. Once you identify the areas/trades of work you believe you can execute within the Scope of Work/Services, create a list of references for yourself. Make a written list of the customers that you have done that specific type of work. If you have done the referenced work or services, but executed the work while working for a previous company, add the information to your reference list. The important factor is that you have done that specific type of work and have experience executing the work.
      i. Make sure your Reference List includes the Customer Name, Contact Name, Phone Number, Type of Work Performed, and the Contract Amount. Also add on the reference list if you performed the work under your own company, or if you performed it while working with a different company. Be ready to hand this list out to Prime Bidders. Your References List is very important to making a great impression. If possible, add pictures! Get Creative!
4. **PREPARE BASE PRICES**
   a. You know best what you would charge for the services you are referencing. What to charge is one of the hardest choices that firms have to make, including the Prime Bidders! If you, as a SB/DBE firm start the conversations by giving the Prime Bidders a base unit price for the services you want to provide, you assist in starting the negotiations. The Prime Bidders have just as much difficulty meeting new people as you might have. They don't know who you are and what you have accomplished. Tell them in writing!
5. **DRESS TO IMPRESS AND SMILE**
   a. Your image and your confidence will be your biggest selling points. Look like the successful company you are…or are working to be! Find out what your customer wants to subcontract and offer the services you can provide. Always be clear with your potential customer. Tell your potential customer what you want to accomplish. Tell them clearly, that your focus is to do business with them, and to build a lasting working relationship.