



PRINCE WILLIAM
Procurement Services

Doing Business with Prince William County

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 \$200 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 to view information such as:

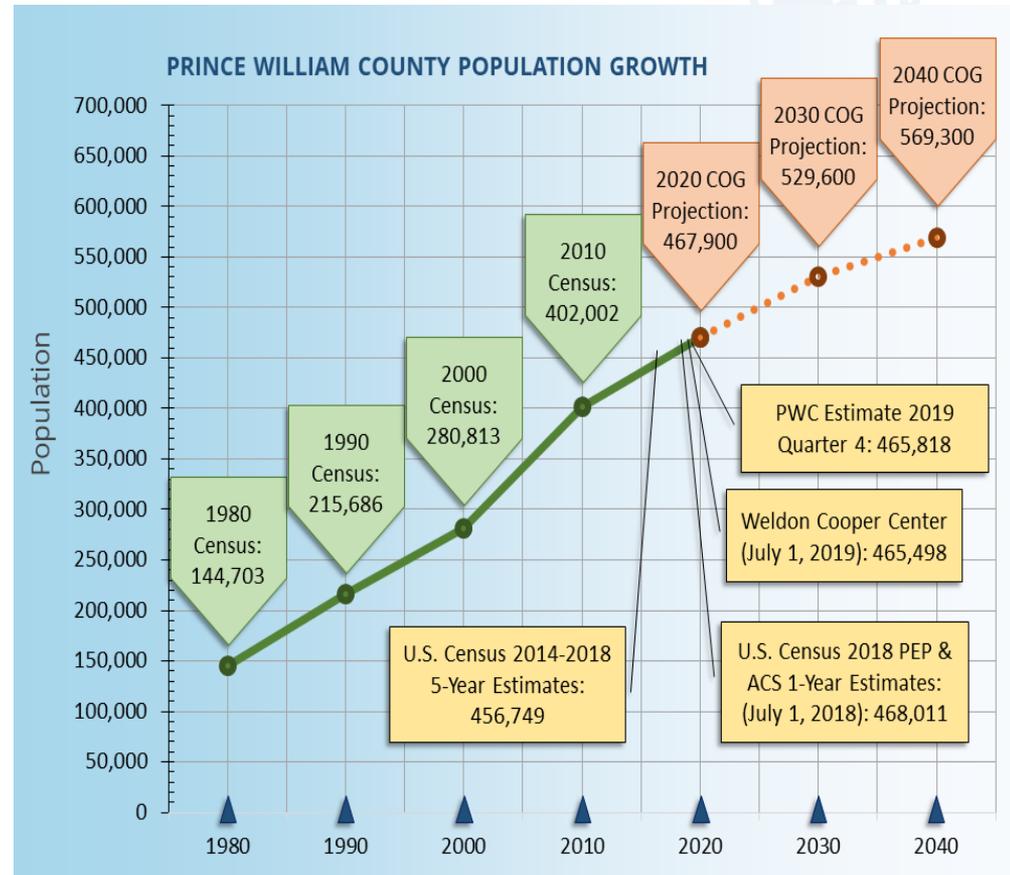
- Business Opportunities (Solicitations)
- Vendor Registration
- Contract Awards
- Bid Results
- Term Contracts
- Procurement Regulations

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

Supplies and Services Routinely Purchased By The County Include:

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

- Prince William County (PWC) encompasses a total area of 348 square miles and includes independent cities and towns, state and federal park properties, and Quantico Marine Corps Base.
- Population size of 495,174 (2023)
- Approximately 5,227 employees work in more than 30 County departments.
- PWC Procurement Services currently holds approximately 650+ active contracts.
- County is AAA Bond Rated from all three credit rating agencies, and the County utilizes various types of funding to include:
 - General Funds
 - Local, State, and Federal
 - Grants
 - Bonds



Please note that The PWC Public School System and Service Authority each have their own independent procurement departments. Specific information can be obtained by contacting the following:

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

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



Safe & Secure Community

\$501M

2,624

Public Safety

\$468M | 2,410

Adult Detention Center
Fire & Rescue
Police
Public Safety Communications
Sheriff's Office

Judicial

\$32M | 215

Circuit Court Clerk
Circuit Court Judges
Commonwealth's Attorney
Criminal Justice Services
General District Court
Juvenile & Domestic Relations Court
Magistrates



Health, Wellbeing & Environmental Sustainability

\$316M

1,628

Area Agency on Aging

Community Services

Housing & Community Development

Juvenile Court Service Unit

Library

Parks & Recreation

Public Health

Social Services

Virginia Cooperative Extension

Youth Services



Government Operations, Performance & Innovation

\$168M

633

Board of County Supervisors

County Attorney

Elections

Executive Management

Facilities & Fleet Management

Finance

Human Resources

Human Rights

Information Technology

Management & Budget



Mobility, Economic Growth & Resiliency

\$123M

478

Development Services

Economic Development & Tourism

Planning

Public Works

Transportation



Overview of Prince William County 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. The solicitation documents can be downloaded from that site. Some bid opportunities may also be advertised in local newspapers.

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 by soliciting quotes (3-quote).

Purchases estimated to cost less than \$5,000 (for a single purchase or accumulative of similar commodities in a fiscal year) may be procured without competition.

Prince William County does not currently have a SWAM or DBE set aside program.

Current Bidding Process

- All solicitations over \$30,000.00 shall be posted on the Prince William County Procurement Services website, pwcgov.org/bid under open solicitations.
- All Bids shall be submitted electronically. Bids will only be accepted through our Supplier Portal and must be submitted by the specified due date and time. Mailed, hand delivered, and emailed bids will not be accepted unless specifically noted in the solicitation.
- Potential bidders are required to create a Supplier Portal account in order to submit a bid. Approved suppliers may receive notice of solicitations that fall within the selected capabilities.

**Please note that 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.*

- Pre-bids/pre-proposal meetings may be held virtually or in person. See solicitation documents for pre-bid/pre-proposal instructions.
- All Bid Openings will be held virtually, the virtual meeting information to include a link will be included in the solicitation. Bid tabulations will be posted to the website following the bid opening.

**Please note that the use of streaming video for bid openings is provided as a convenience for bidders. Should the streaming link access be unavailable or fail during a bid opening, it does not nullify the validity of the process or results.*

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Chief Procurement Officer
sterry@pwcgov.org, 703-792-6770

KEISHLA PEREZ
Deputy Director
kperez@pwcgov.org, 703-792-6776

LAURA COTTON
Lead Business Services Specialist
lcotton@pwcgov.org 703-792-7164

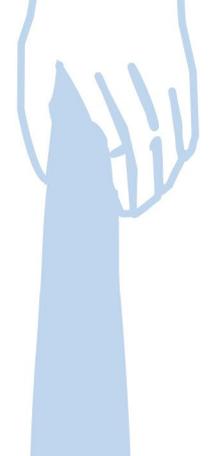
MERCY ADJEI-POKU
Administrative Specialist
madjeipoku@pwcgov.org 703-792-7164

PROCUREMENT CARDS	
MIKE CLARK, CPCP, VCO, VCA Procurement Card Manager mclark@pwcgov.org , 703-792-4442	LAUREN LOCKHART, CPCP Procurement Card Officer Llockhart2@pwcgov.org , 703-792-6771

OPERATIONAL PROCUREMENT (Goods & Services)				
MAEN ABU HAMDAN, VCA mabuhamdan@pwcgov.org , 703-792-6793	FACILITIES & FLEET MANAGEMENT • Director's Office • Buildings & Grounds • Fleet Management • Property Management COMMONWEALTH ATTORNEY LIBRARY			
TRANICE ALLEN, VCA tallen5@pwcgov.org , 703-792-4184	ADULT DETENTION CENTER CLERK OF THE COURT	POLICE DEPARTMENT CRIMINAL JUSTICE SERVICES	PUBLIC SAFETY COMMUNICATIONS MAGISTRATE'S OFFICE	SHERIFF'S OFFICE
RYAN JUSTUS, VCA gjustus@pwcgov.org , 703-792-6773	INFORMATION TECHNOLOGY AGENCY ON AGING	COMMUNITY SERVICES SOCIAL SERVICES	HOUSING & COMMUNITY DEVELOPMENT EMPLOYEE ADVISORY COMMITTEE	HUMAN RIGHTS COMMISSION PW HEALTH DISTRICT
IRENE ANTKOWIAK, VCO, VCA iantkowiak@pwcgov.org , 703-792-6055	DEPARTMENT OF FINANCE ATTORNEY	HUMAN RESOURCES BOARD OF COUNTY SUPERVISORS	ECONOMIC DEVELOPMENT	BUDGET MANAGEMENT COUNTY
ANDREA SILVA, VCA asilva@pwcgov.org , 703-792-6764	FIRE & RESCUE SYSTEM GENERAL DISTRICT COURT	JUVENILE & DOMESTIC COURT VIRGINIA COOPERATIVE EXTENSION	JUVENILE COURT SERVICES UNIT	CIRCUIT COURT
LYNDON ONG, VCA long@pwcgov.org , 703-792-3773	PARKS RECREATION & TOURISM (DPRT) • Recreation Services • Maintenance & Ops OFFICE OF ELECTIONS			

CAPITAL PROCUREMENT (Construction, Architectural, & Design Services)	
YOLANDA BELL, VCO ybell@pwcgov.org , 703-792-6794	PUBLIC WORKS • Solid Waste • Neighborhood Services • Director • Environmental Management FACILITIES & FLEET MANAGEMENT • Facilities Construction Management
CURTIS BRENNER, PMP cbrenner@pwcgov.org , 703-792-5965	PARKS RECREATION & TOURISM • Planning • Design • Construction Management • Engineering JOC LEAD
TERESA MACWELCH, CPPB, VCO, CJP Assoc. tmacwelch@pwcgov.org , 703-792-7931	FACILITIES & FLEET MANAGEMENT • Building & Grounds (Only Construction/Design) PROPERTY MANAGEMENT (ONLY CONSTRUCTION/DESIGN)
LORNA MOONE, MBA, VCA lmoone@pwcgov.org , 703-792-6772	PUBLIC WORKS • Construction & Ops PLANNING OFFICE
VACANT	TRANSPORTATION DEVELOPMENT SERVICES

How To Do Business With Prince William County



01

Market Your Business

Send your statement of capabilities and any existing cooperative contracts that you currently hold with another agency to procurement_services@pwcgov.org and ask that it be shared with the appropriate departments. Explore the Prince William County Government organizational chart at pwcgov.org/bid

02

Become a Registered Vendor

Go to pwcgov.org/bid and register your Business as a vendor in our Supplier Portal. Registered vendors are notified when a solicitation matching their commodity code is posted.

03

Explore the PWC Website

Upcoming bid opportunities and current solicitations are posted on pwcgov.org/bid. Potential business partners are encouraged to review the County's adopted Budget, Strategic Plan, and Capital Improvement Program at www.pwcva.gov/budget to identify areas of interest to your firm.





PRINCE WILLIAM
Procurement Services

Procurement Services Website Walkthrough





Open Solicitations

Current procurement opportunities for goods or services.

[View Open Solicitations »](#)



County Contracts

Current active contracts. Contracts are subject to change.

[View County Contracts »](#)



Bid Results

Bid results received by Prince William County in response to invitations for bids.

[View Bid Results »](#)



Cooperative Contracts

Contracts being utilized by the county that were awarded by other public entities.

[View Cooperative Contracts »](#)



Instructions for Bidders

iSupplier program provides vendors an opportunity to submit bids and quotes online.

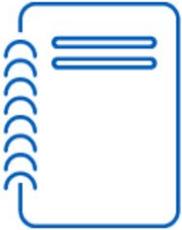
[View Instructions »](#)



Upcoming Opportunities

Anticipated Procurement Opportunities

[View Opportunities »](#)



Resources

Reverse Trade Show

Local Cooperation

Internet Auction Services for County Surplus, Seized,
and Unclaimed Property

Procurement Services Staff



PWC Procurement Regulations

PWC Procurement Regulations

Public Notices

Planholders Lists

Shortlists

Debarred Vendors

Intent To Award

Sole Source Purchases

Emergency Purchases

Notices Of Award

PPTA/PPEA

Other Public Notices



Prince William County - Vendor Registration/Login

The Prince William County Purchasing Regulations require that all firms register with the County prior to receiving a contract award. An approved vendor may receive notice of solicitations that fall within the selected capabilities.

If you have any questions/problems with vendor registration please contact the Prince William County Vendor Team at 703-792-8060 or via email financevendorrequests@pwcgov.org

Due to legal and security issues, each vendor must complete his/her own online registration at our secure website. Each vendor will create an User ID and Password and make any future changes to their information in our database.

Vendor Login

If you are already a Prince William County Vendor,

(*)Please make sure to use Internet Explorer

Please click the "Vendor Login" button to log in:

[Vendor Login »](#)

[Instructions to update supplier contacts](#)

Vendor Registration

If you are not yet a Prince William County Vendor,

(*)Please make sure to use Internet Explorer

Please click the "Vendor Registration" button to register as a new vendor:

[Vendor Registration »](#)

[Instructions to prospective supplier registration](#)

Tips and Tricks for Success

Identifying Upcoming Opportunities:

- Become a registered vendor.
- List all commodity codes for any goods and services that your company can provide (make sure to include the parent codes).
- Use a central email address when registering your company.
- Update your company information in the Supplier Portal whenever there is a change.
- Routinely check the website for open solicitations and addendums.
- Review County Budget, Strategic Plan, County Contracts, and monitor BOCS meetings.



Tips and Tricks for Success (Cont.)

When submitting bids:

- Do not wait until the last minute to submit your bids.
- Make sure to read the instructions in the posted solicitation.
- Submit any questions that you may have to ensure you can provide the best bid possible.
- If the solicitation says “shall” or “must”, it means that it is a requirement.
- Our system works best with Google Chrome. If you encounter issues when creating your bid, you may need to clear your cache.
- If you are submitting multiple attachments, our system will not allow you to attach a folder, but if you put the files into a zip folder it counts it as one document so you can save yourself a lot of time when submitting your bid.
- If you are attaching a large file, it may appear as if the file upload is not working because there is no loading indicator, but the system is working on uploading the document so please be patient.
- Ensure that your bid is fully submitted. The County cannot accept bids in draft status.



New & Upcoming Vendor Resources

The Office of Procurement Services (OPS) is currently working on the following resources/items:

- Currently in the process of hiring a Vendor Relations Coordinator.
 - This position will be tasked with increasing the County agencies' supplier network through vendor outreach to local and SWaM enterprises as well as developing a robust marketplace that connects out partner agencies to vendors that meet their business needs.
- Currently planning our Inaugural Procurement Expo which will take place in June 2024 and will include:
 - Connecting agencies with vendors
 - One-on-One Matchmaking Sessions
 - Informative Panel Discussions
- Working on creating a comprehensive Vendor Manual.
- Will be creating new easier to follow "How to Guides" to assist vendors with navigating the Supplier Portal.
- Have joined eVA and will be cross posting our solicitations.

Upcoming Vendor Events

The Prince William County Department of Economic Development and Tourism has two upcoming small business events:

Calibrate: The Small Business Education Conference

When: Monday, April 29, 2024, 8:30 AM - 4:00 PM

Where: Verizon Auditorium
10900 University Boulevard
Manassas, Virginia 20110

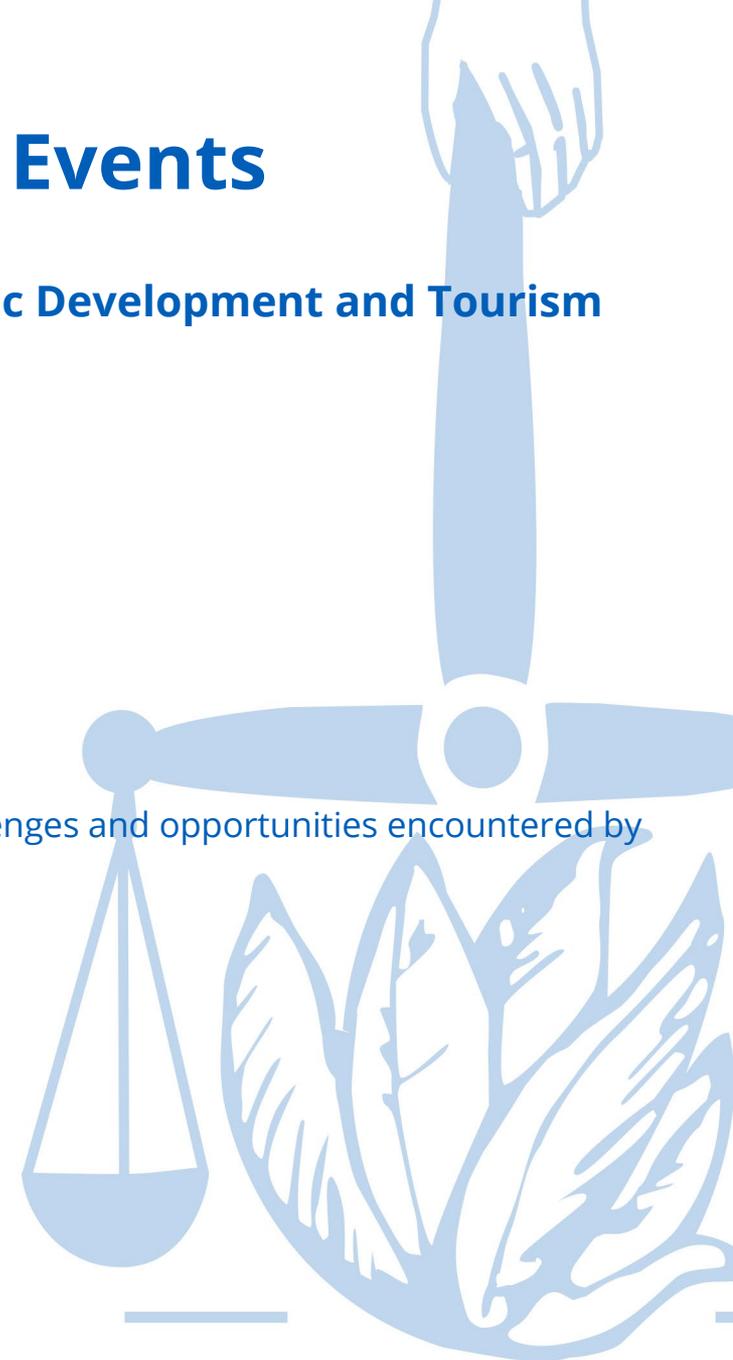
Attendees can anticipate:

- Engaging workshops 🛠️
- Networking opportunities 🤝
- Expert-led panels tailored to address the distinctive challenges and opportunities encountered by small businesses 📁

Make your Mark Business Celebration

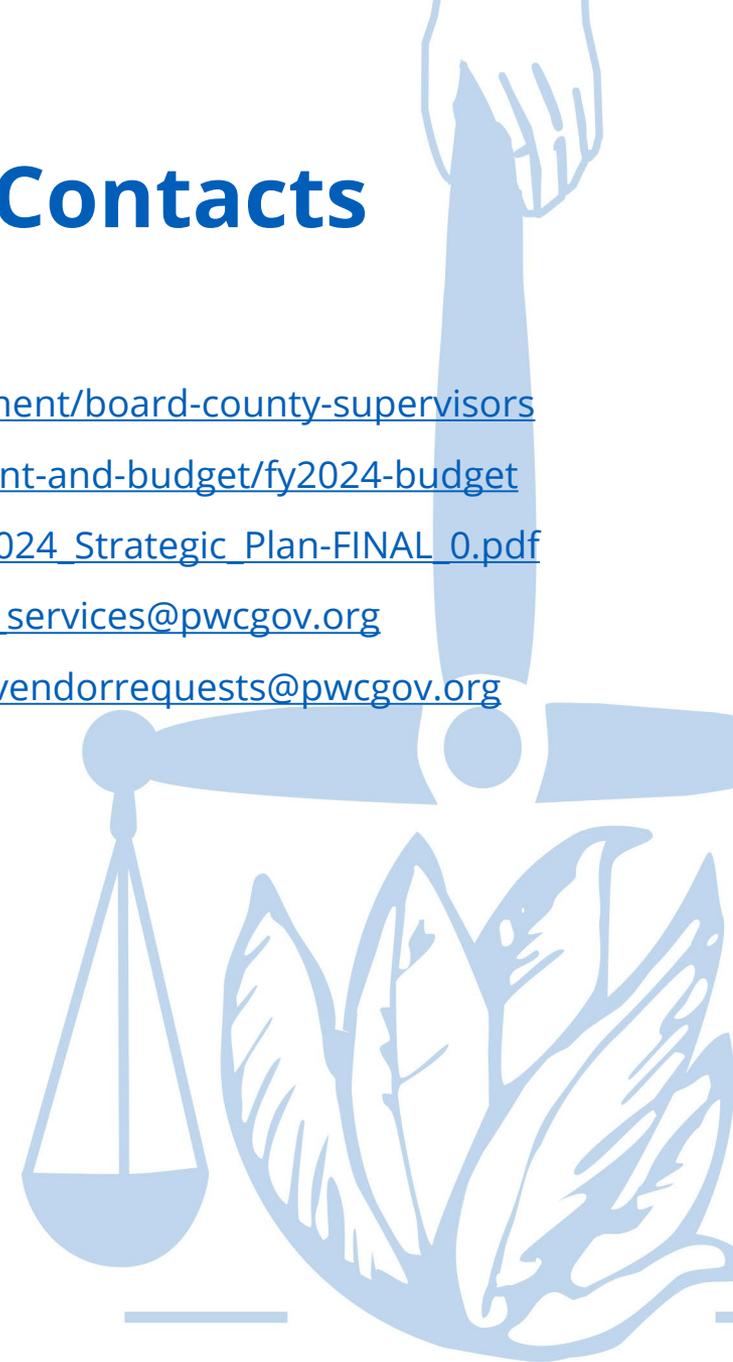
When: Thursday, May 16, 2024, 5:00 PM - 7:30 PM

Where: Hylton Performing Arts Center
10900 University Boulevard
Manassas, Virginia 20110



Important Links and Contacts

- Procurement Services Website: www.pwcgov.org/bid
- Board of County Supervisors: <https://www.pwcva.gov/department/board-county-supervisors>
- FY24 Budget: <https://www.pwcva.gov/department/management-and-budget/fy2024-budget>
- Strategic Plan: https://www.pwcva.gov/assets/2021-10/2021-2024_Strategic_Plan-FINAL_0.pdf
- Procurement Services Office: (703) 792-6770 or procurement_services@pwcgov.org
- Prince William County Vendor Team: 703-792-8060 or financevendorrequests@pwcgov.org
- PWC Economic Development : www.pwcded.org/



Q&A

