How to respond to a sealed bid solicitation at NYCHA

February 6, 2023

Agenda (1/2)

Objective:

- Guide contractors through the steps of how to read, prepare, and respond to an RFQ sealed bid solicitation in an effective and timely manner.
- Show vendors how to navigate NYCHA's specific processes and systems (particularly iSupplier).

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Agenda (2/2)

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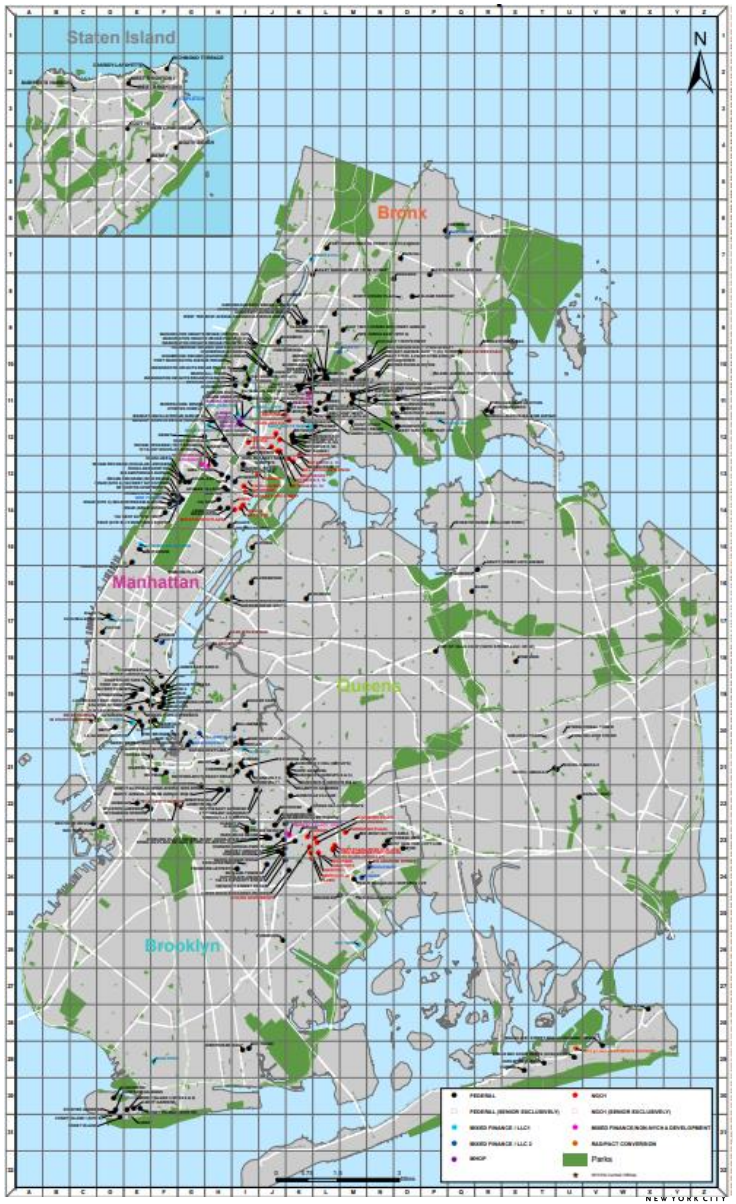
About NYCHA: Overview

- **Mission:** Increase opportunities for low- and moderate-income New Yorkers by providing safe, affordable housing and facilitating access to social and community services
- **Properties:** 277 developments across the five boroughs
  - **Manhattan:** 82 developments
  - **Brooklyn:** 79 developments
  - **The Bronx:** 75 developments
  - **Queens:** 21 developments
  - **Staten Island:** 10 developments
- **Total buildings:** 2,106
- **Total apartments:** 162,143
- **Workforce:** 12,538 employees
  - 20% of workforce made up of NYCHA residents



Tip: Each development has their own contact info; see FAQ for how to get in touch for questions or a site visit.

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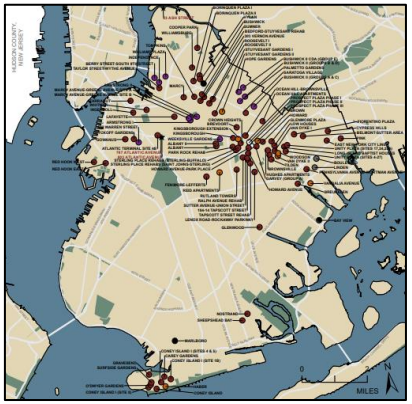
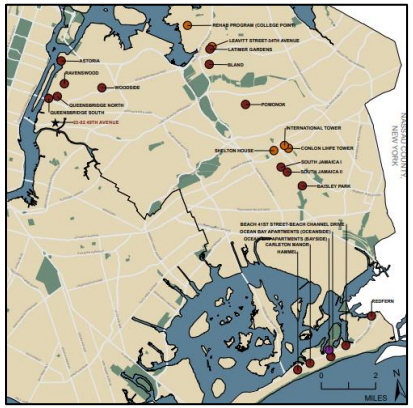
About NYCHA: Geography

Procurement opportunities can exist at the city, borough, or development level.





City-wide

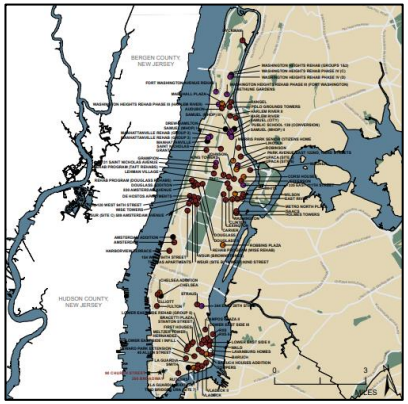
Brooklyn

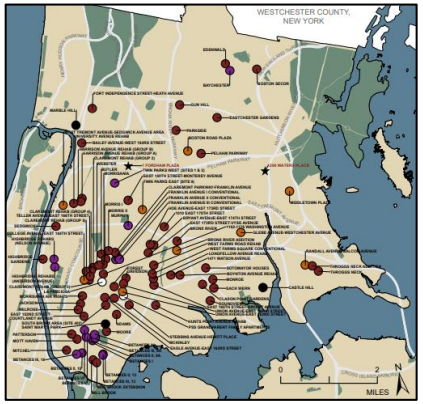
Queens

Manhattan

The Bronx

Staten Island





About NYCHA: What we buy

Common goods & services purchased via sealed bids include:*

#1	Tile
#2	Painting
#3	Environmental services (asbestos, lead, and other hazardous material disposal and remediation)
#4	General renovation
#5	Electrical, plumbing, heating, elevators, etc.

Source: PO Summary 2017-2022
*But are not limited to.

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Intro: Selling to government

Characteristic	What it means for NYCHA	What it means for you
Risk-averse	• NYCHA will select the lowest responsive and responsible bidder • NYCHA cannot accept bids too far above or below NYCHA's cost estimate	• Do your research to understand if you are competitive • If you cannot justify the costs (low or high), your bid will be deemed non-responsive
Standardized & Thorough	• NYCHA procurements must comply with federal, state, and local laws • Requirements are standardized to ensure fair treatment	• All firms must adhere to the same requirements, regardless of starting point or contract type • Read what it is required to do the work before submitting bid to avoid being deemed non-responsive or financially liable later • Prepare company info to more easily complete various required forms
Diverse	• By law, NYCHA is required to sell a certain percentage of its contracts to diversity-owned businesses	• If you qualify as MWBE or Section 3, various programs are available to help you scale and bid more competitively

Tip: As a NYCHA vendor, you will submit bid paperwork via NYCHA's systems (PASSPort and iSupplier).

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Intro: What is a sealed bid?

Sealed bid 101

What?

- A contracting method employing public, competitive bidding
- A price-based evaluation awarded to the lowest responsive and responsible bidder

When?

- Materials/supplies purchases >$25K
- DECAR* purchases >$50K
- All other purchases >$250k**
- Commonly used in construction when detailed submission of approach is not necessary
- To remove risk of bid shopping and ensure fair awards by keeping pricing confidential

How?

- Sealed bids are administered via NYCHA's free procurement platform, iSupplier
- Via an RFQ (vs. an RFP)

Main components

Component	Description
Header	Outlines the industry, geography, and certifications required for bidding eligibility
Terms & conditions	Definitions of words used and legal obligations of doing business with NYCHA
Forms	Required paperwork to submit proposal and report progress & compliance
Line-item information	Identifies target quantities and prices of each item or service required for the project

Tip: Be sure to create an account with MOCS' system, PASSPort, in addition to creating an account with NYCHA's iSupplier system to avoid future delays in the contract process.

*Demolition, Excavation, Construction, Alteration, or Renovation services

**When aggregate active POs begin to exceed $250k, the NYCHA VNC (Vendor Name Check) team will contact the vendor and initiate the process to continue work after a VNC is procured (see FAQ section for further details).

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iSupplier 101: What is iSupplier? & Demo

What is iSupplier?

- New York City Housing Authority's (NYCHA) free online procurement portal
- Self-service tool where vendors can see upcoming procurement opportunities, be notified of bids relevant to their offerings, submit bids and proposals, and view existing responses and purchase orders
- **All vendors seeking to sell goods and/or services to NYCHA must register on iSupplier**
- All vendors are strongly encouraged to:
  1) Create an account in MOCS' Procurement and Sourcing Solutions Portal (PASSPort)
  2) Complete the enrollment package in PASSPort (i.e., business questions and disclosures) so that the status of their organization is 'Filed' (approved).

Let's explore a live demo…

Tips:
- Keep iSupplier guide handy to follow-along while navigating the iSupplier portal.
- NYCHA strongly recommends using Firefox or Microsoft Edge when accessing iSupplier; Google Chrome and Apple browsers are not compatible with the portal.

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iSupplier 101: How to submit a sealed bid

1. Login to the iSupplier Portal

•Click on *Sourcing Supplier* and then click on the *Sourcing Home Page*.
•Next, click on the *Negotiations* tab.

2. Search for the bid

•Obtain the negotiation number from NYCHA's Procurement Opportunities list and enter it in the *Search Open Negotiations* box.
•Click on the number under the *Negotiation Number* column to view and respond to the bid.

3. Review the bid details

•Review the *Header*, *Lines*, *Controls*, and *Contract Term (General Terms and Conditions)* tabs.
•As needed, select *Online Discussions* from the *Actions* dropdown menu to request additional information or clarify issues related to the bid. This replaces email communication.

4. Download the bid documents

•Click on the *Header* tab.
•Under *Notes and Attachments* click on the name under the *Title* column of the document to download it.

5. Acknowledge Participation

•Select *Acknowledge Participation* from the *Actions* dropdown menu and then click on the *Go* button.
•Click on the *Yes* button to confirm participation in the bid and then click on the *Apply* button.

6. Create a quote

•Next, select *Create Quote* from the *Actions* dropdown menu and then click on the *Go* button.
•Accept the Terms & Conditions.
•In the *Header* tab, enter date the quote expires, however, not less than 150 days from bid closing date and click on *Add Attachment* button to attach required documents (note: see Instruction to Bidders Section 8 for more information on Withdrawal of Bids).
•In the *Lines* tab, enter a dollar amount under the *Quote Price* column for each line item and click the *Apply* button when done.
•**RFQs requiring a bid factor only:** enter the bid factor number in the *Bid Factor* field and click *Calculate Line Price*.
•**RFP responders only:** enter "0.01" in the *Price Quote* field.

7. Validate and Submit the Bid

•Click on the *Save Draft* button to save a draft response or click on the *Continue* button to proceed to the next step.
•Click *Validate* to verify the quote before submitting. Then, click on the *Submit* button.

Tip: Begin to respond to bid immediately after open date to allow adequate time for Procurement to respond via email or phone to any unforeseen technical difficulties or questions.

= specific to sealed bid

Sources: iSupplier Guide 09/2022, How to Download Bid Documents v4.4

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iSupplier 101: Guide overview

The iSupplier Guide shows you how to:

- Register and maintain iSupplier account
- Set up vendor profile
- Login to and navigate iSupplier
- Source the supplier worklist (where you will find bid invitations, amendments to bids & proposals, blanket releases, etc.)
- Register business classifications (i.e., Minority-owned, Woman-owned, Resident-owned, Veteran-owned, and Small Business)
- Register products and services
- Register as a Section 3 Business Concern
- Access bid opportunities
- View and submit a bid

*Source document of the iSupplier screenshots throughout this deck: iSupplier Guide 09/2022.

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Navigating iSupplier: Where do I find sealed bids?

NYCHA Procurement Opportunities

Status Active Go

1. Please note that this page only provides a brief summary of NYCHA Procurement Opportunities. For more complete access, including viewing attachments and creating respons
2. To log into the NYCHA iSupplier application, navigate to the Doing Business with NYCHA website (and select the Log-in here button) by clicking on the following link Doing Busi
3. To change the way RFQs are displayed, select a different value in the Status drop-down list (i.e., All, Active, Cancelled, etc.) and then click on the Go button.
4. To sort data for improved viewing, you may click on the Negotiation Number, Title, and Sourcing Type column headings
5. The following is a legend describing the NYCHA buying group acronyms found in RFQ T

SMD = Supply Management Department (i.e., Building Maintenance Services, IT Services, ... ervices, Building Supplies, E Goods).

CPD = Capital Projects Division (i.e., Demolition, Excavation, Construction, Alteration, Ren

Use the dropdown menu to filter the list by a specific status and then click *Go*.

Negotiation Number	Title	Sourcing Type
379912,3	SMD_RFQ_377912_IDIQ UNDERGROUND LEAK DETECTION AT VARIOUS DEVELOPMENTS	FIRE SAFETY INSPECTION A
383910,2	SMD_RFP_383910_THE SERVICES OF LAW FIRMS TO DEFEND TORT CASES	
384926	SMD_Ser ... ses, MH	FLOOR TILE INSTALLATION
385895	SMD_Ser ... olidated, BK	FLOOR TILE INSTALLATION
385898	SMD_S ... BX	FLOOR TILE INSTALLATION
385903	SMD_Ser ... s	FLOOR TILE INSTALLATION
385905	SMD_Ser ... es	FLOOR TILE INSTALLATION
385906	SMD_Ser ... es, BX	FLOOR TILE INSTALLATION
318868,3	CPD_SMD-State Phase II A Boiler Replacement & Hot Water Heaters @ Brevoort House	Boiler Replacement
385910	SMD_Materials_Door Locking, Electromagnetic Devices And Accessories	Building Hardware
385916	SMD_Materials_Sliding Bypass Door Hardware	Building Hardware
325891-2,1	SMD_ Services_Replacement of Elevator Doors & Bucks & Related Work	Elevators - Replacement / Reh
368905	SMD_Services_IDIQ Maintenance & Repair of Interior Compactor,Citywide,MNHT Focus	Interior Compactors

The *Negotiation Number* is a 6-digit Pin number also referred to as the RFQ/RFP number.

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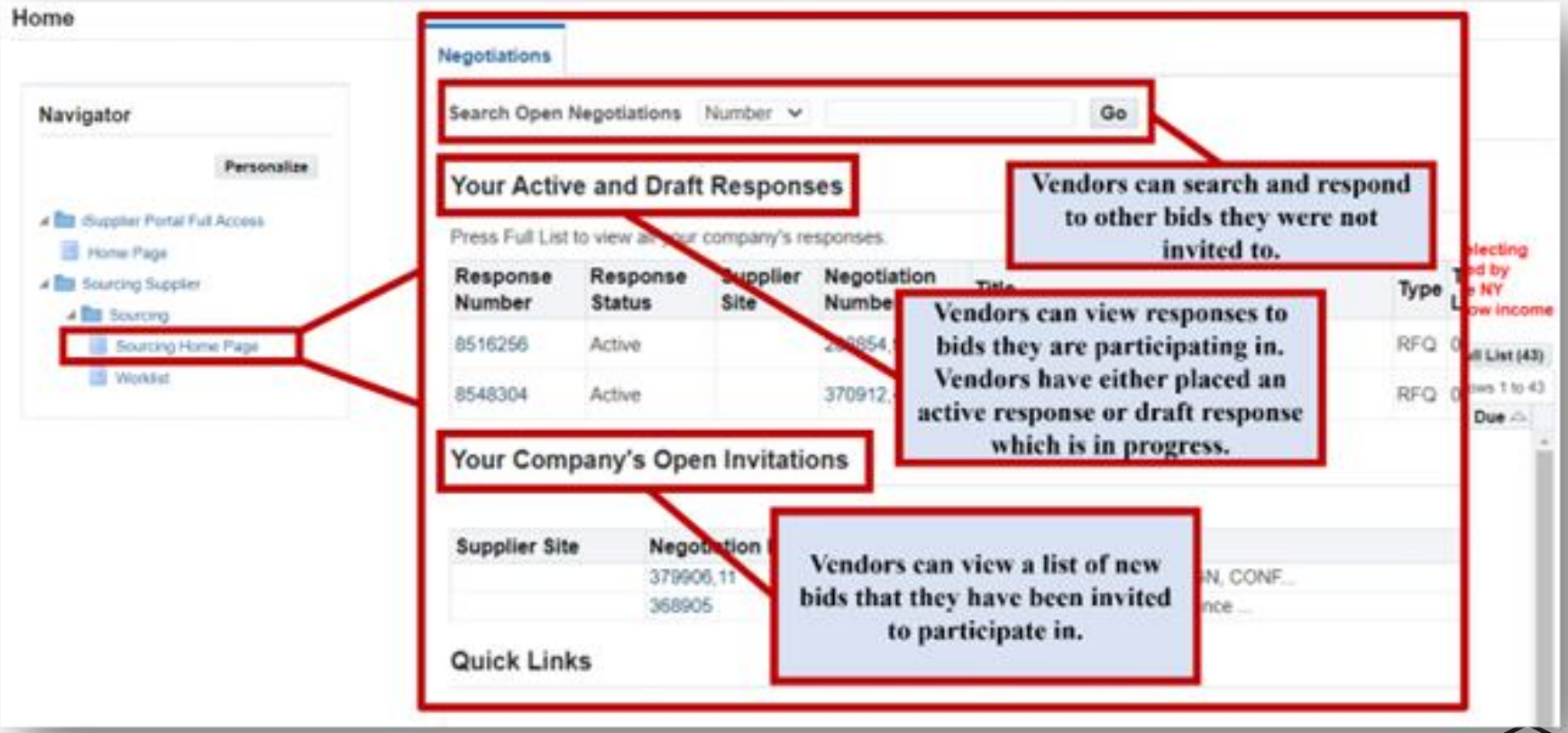
Navigating iSupplier: How do I search for a sealed bid solicitation?

1) Navigate to left of iSupplier screen, click Sourcing Supplier, click Sourcing, click Sourcing Home Page, and click *Negotiations* tab.
2) In *Search Open Negotiations* box, choose *Number* from drop-down menu.
3) Enter the 5-to-7-digit negotiation #, also known as the RFQ/RFP #, in the box.
4) Click *Go*.



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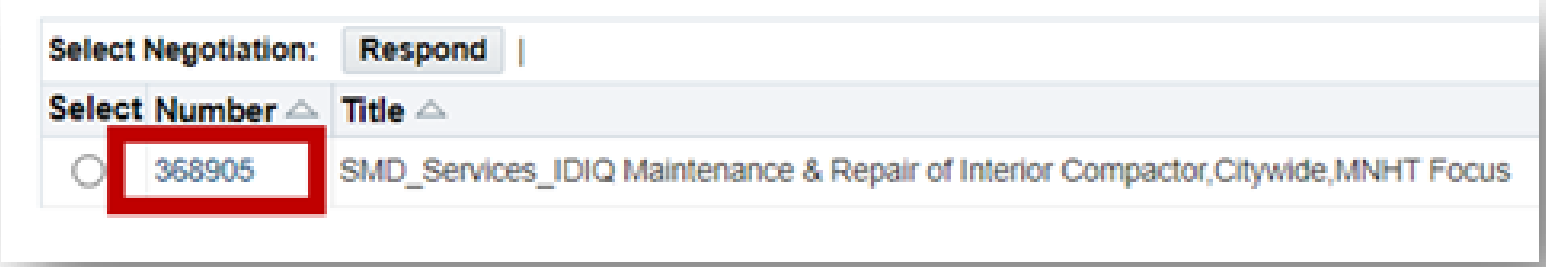
Navigating iSupplier: How do I access a sealed bid?

1) Click on the number link under the *Select Number* column of the desired bid.



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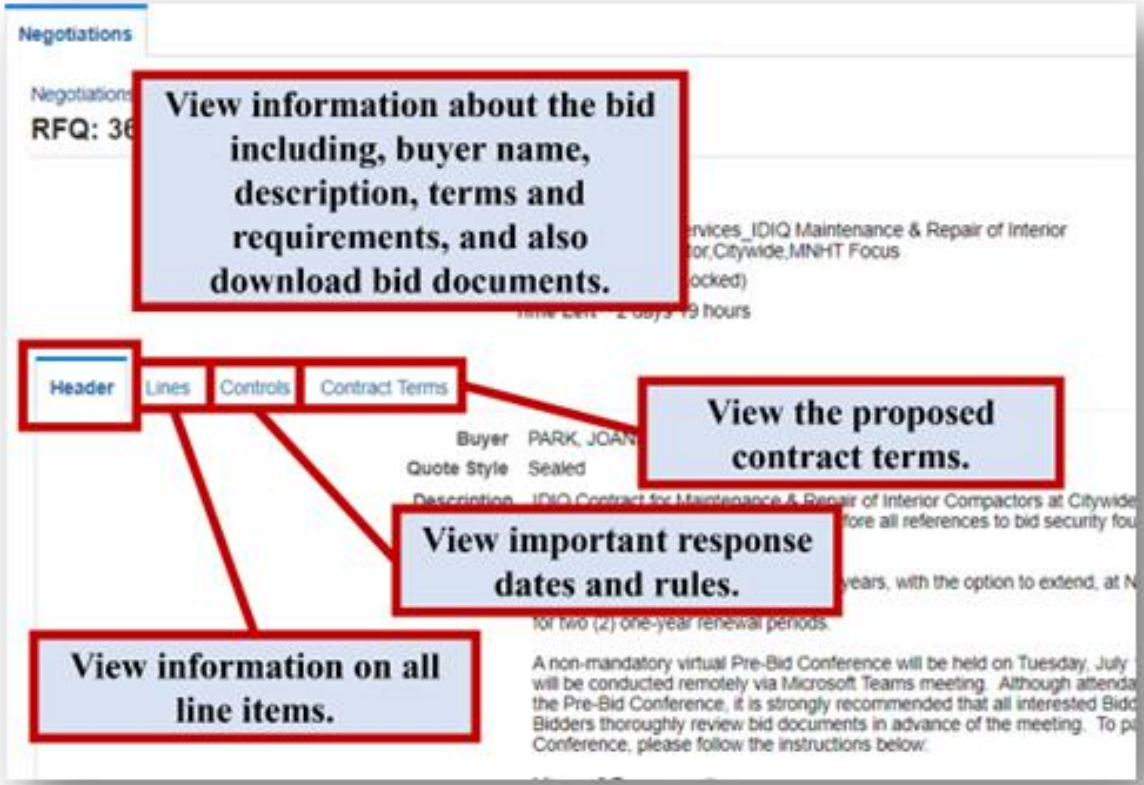
Sealed bid components: Header



Snapshot		
Title	Scope of work	Open/close dates
Contact info	Required affidavits, licenses, certifications	Quote style

Tip: General info may be found in the Header section of the solicitation in iSupplier, however, we strongly recommend opening and reviewing all attached bid documents.

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Navigating iSupplier: How do I view and download sealed bid documents?

1) Within the *Header* tab, scroll down to the *Notes and Attachments* section.
2) Under *Notes and Attachments,* download documents by clicking the document name under *Title* column of the document.

MarkView	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
	Bid Requirement Documents 11.18.2021.pdf	File	Bid Requirement Documents	To Supplier	BRANDNER	30-Aug-2022	One-Time		
	060252 QSI SOW, 2022.08.31 Clean.pdf	File	Specifications	To Supplier	BRANDNER	31-Aug-2022	One-Time		
	060252 QSI FOP, 2022.08.30 Clean CORRECTED.pdf	File	Form of Proposal	To Supplier	BRANDNER	31-Aug-2022	One-Time		
	RFQ #383923 IDIQ Pump Repair and Replacement - Citywide with Boroughs of Queens & Staten Island Focus-Bid Factor Worksheet PROTECTED.xlsx	File	SMD_Services_Bid Worksheet - Queens & Staten Island	To Supplier	BRANDNER	30-Aug-2022	One-Time		
	General Decision NY20220003 Modification 6-080522.pdf	File	Davis Bacon Prevailing Wage Schedule	To Supplier	BRANDNER	30-Aug-2022	One-Time		
	Template 07 - Construction wHazMat - Low-Med Risk - Final as of 7-6-21.pdf	File	Risk Finance-Insurance Requirements	To Supplier	BRANDNER	30-Aug-2022	One-Time		
	iSupplier Quick Guide - New Standard 7-23-21.pdf	File	iSupplier Quick Guide - New Standard	To Supplier	BRANDNER	30-Aug-2022	One-Time		
	060252 QSI Appendix A City Devs.pdf	File	Appendix A Queens & Staten Island Locations	To Supplier	BRANDNER	30-Aug-2022	One-Time		
	Section 3 Hiring Plan 10-20-21.pdf	File	FOP Section 3 - Large Procurement	To Supplier	BRANDNER	30-Aug-2022	One-Time		
	Passport Vendor_UserManual.pdf	File	PASSPort User Manual	To Supplier	BRANDNER	30-Aug-2022	One-Time		

Previous 1-10 Next 10

Tips:

- Save documents on your computer to view offline.
- All documents which need to be populated must be uploaded and filled out when submitting the bid.

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Moving from viewing bid documents to creating the quote… (1/2)

The processes for viewing and submitting bid documents differ…

Two *applications* exist within iSupplier:	
Name	**Purpose**
iSupplier Portal Full Access	Access info on existing POs, receipts, invoices, payments, and set up profile
Sourcing Supplier Worklist	Access and submit bids and proposals

Two *views* exist within the Sourcing Supplier Worklist application:	
Name	**Purpose**
View bid	Access and view bid documents
Create quote	Fill out and submit bid

Tip: Access sealed bid info and download bid documents via the Header view. Fill out and submit bid via Actions → Create Quote.

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Moving from viewing bid documents to creating the quote… (2/2)

NYCHA ORACLE FINANCIALS E-Business Suite

Logged In As

Enterprise Search Contract Documents Go Search Results Display Preference

Home

Navigator

Personalize

1 iSupplier Portal Full Access

2 Home Page

Sourcing Supplier

Sourcing

Sourcing Home Page

Worklist

Worklist

NEW : *Take

Contact ap.support@nycha.nyc

CHECK NO

Concern status by clicking on th

Surveys from the menu on the left hand side. Section 3 Businesses Concern status may be available f

current NYCHA residents or residents who currently live in Section 8-assisted housing or very-low inc

metropolita

r Section 8-assisted housing re

persons res

From

In iSupplier *Home Page*, vendors can access information about existing purchase orders, receipts, invoices and payments, and set up their profile.

In *Sourcing Home Page* vendors can access and submit bids and proposals. In *Worklist* vendors can view a list of notifications or items related to bids they are interested in that require action.

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Sealed bid components: Terms & conditions

1) Accept the Terms and Conditions of the Sourcing tool before proceeding.
2) After reading the *Terms and Conditions*, click on the checkbox at the bottom left of the page.
3) Next, click *Accept* on the top right of the page.

Tip: It is critical to read the terms & conditions now, to avoid being deemed non-responsive or financially liable later.

Terms & conditions snapshot

Some important terms & conditions to look out for include, but are not limited to:

Snapshot	
Bid security, payment & performance bonds	Prevailing wage rate, fringe & hourly wage rate, overhead*
Addenda and modifications	Insurance & claims
Time for commencement, completion, delays	Section 3 and labor law compliance & reporting requirements

Tips:

- Terms & conditions are found in the *Header* tab by selecting *Actions* and choosing *Supplier View*.
- Be sure to read any addenda; they may include important changes to the solicitation.
- Pay attention and adhere to delivery schedules; NYCHA will only pay for what it requested. For example, if you order and deliver 20 pipes all at once, when NYCHA asked for 5 each month over a period of 4 months, NYCHA will only pay you for items delivered in each delivery window.
- Rules may not be instinctive and may differ from the past; get clarification via informational webinars & FAQs provided by NYCHA.

*Term defined in FAQ.

Terms & conditions deep-dive:
Bid security and performance & payment bonds (1/2)

	Bid security*	Performance & payment bonds
Purpose	To minimize frivolous bids and wasted time for both vendor and NYCHA; ensures vendor is serious about bid before submitting	To ensure: 1) Completion of the work, and 2) All laborers involved are paid upon completion of the work; ensures vendor will complete work on time, within budget, and according to specifications
Condition	Base bid >$150k or aggregate bid >$150k**	Contract >$100k
Form / Process	Certified check to NYCHA, in form prescribed by NYCHA	Executed bond, prepared on forms of bonds and with surety company(ies) as authorized by NYCHA • Federally-funded contract: Issuing company must be on current Treasury Dept. list *and* authorized to do business in State of New York • All other contracts (unless otherwise specified): Issuing company must be authorized to do business in State of New York
Timeline	By bid open date	Within 15 business days of notification that proposal under consideration for award***

*Return of bid security is subject to NYCHA's right to retain bid guarantee as provided in contract; NYCHA will not return bid guarantee until after contract is awarded.
**Aggregate bids are defined as either: 1) A contract involving 1+ base bid >$150k, or 2) Several combined based bids aggregating >$150k. The sum of the base bids or the amount of the combined bid (whichever is greater) shall determine the bid security amount.
***Or such extent as NYCHA may grant.
Source: Bid Security and Performance Bonds Information (003)

Terms & conditions deep-dive:
Bid security and performance & payment bonds (2/2)

	Bid security	Performance & payment bonds
Amount	5% proposal or bid bond, insuring NYCHA extent of: • 10% amount proposals for state-funded contracts, or • 5% amount proposals for all other contracts	100% contract price, 100% performance and payment bonds****
Result of Failure to Provide	At time of bid submission, bid deemed non-responsive and ineligible for contract award	Bid deemed non-responsive; NYCHA may: • Award contract to next lowest responsible bidder • Re-advertise for bids • Charge against bidder the difference between bid amount and subsequent contract execution amount*****

Tip: To submit a bid bond or check, upload a copy in iSupplier before the bid due date. Then await further instruction to submit the original later.

****1) To secure faithful performance of contract, and 2) As security for payment of all persons performing labor or furnishing materials in related to this contract.
*****Irrespective of whether amount thus due exceeds bid guaranty amount. In recovering such difference, NYCHA may proceed against the surety on the bid bond or the bidder's check or take other action as it sees fit.
Source: Bid Security and Performance Bonds Information (003)

Navigating iSupplier: Beginning to create a quote and submit a sealed bid

1) Acknowledge participation in the bid by selecting *Acknowledge Participation* from the *Actions* drop-down menu and *clicking Go* on the top right of the top right of the page. To confirm participation, click *Yes* and then click *Apply*.
2) Create a quote by selecting *Create Quote* from the *Actions* drop-down menu and *clicking Go* on the top right of the page.

Tip: If a solicitation has a new addendum, you must acknowledge it before you proceed to respond and submit the bid using the amended RFQ number. If you had a bid on file prior to the addendum, you must acknowledge the addendum and resubmit using the amended RFQ number.

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Sealed bid components: Accessing forms (1/2)

1) Find forms to fill out by scrolling to the bottom of the *Header* tab.

Some important forms, include but are not limited to:

Form	Brief description
Form of proposal*	Used to submit unit price and bid factor form for each line item good or service requested and all other valuable information (e.g., applicable licenses and experience)
Bid proposal*	Found within form of proposal, used to submit unit price and bid factor form for each line item good or service requested
Pricing worksheet**	
Section 3 & REO Plan*	Provides # hours/hires of Section 3 individuals the vendor intends to place on the contract
M/WBE Utilization Plan*	Commitment by Prime vendor to meet the M/WBE goals by utilizing M/WBE firms as subcontractors/suppliers
Project labor agreement*	Agreement with labor organization(s) establishing the terms & conditions of employment for a construction project
Letter of assent certification*	Ensures the contractor/subcontractor read & understood the PLA

Tips:

- Read instructions carefully and contact NYCHA staff when in need of clarification.
- Errors committed in some forms are curable, whereas others are not. For example, if a bid factor is submitted as 85.00 instead of .8500, NYCHA cannot fix the submission. For these non-curable errors, the bid will be deemed non-responsive.

*If applicable to the contract, failure to submit these forms will result in the bid being deemed non-responsive. In addition, mistakes committed when submitting these forms are non-curable.

**Only required in instances of bid factor pricing (sometimes non-applicable).

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Sealed bid components: Accessing forms (2/2)

Form	Brief description
Bid proposal face sheet	General vendor contact and MWBE info sheet required for contracts >$10k
Non-collusive bidding certification	Ensures the absence of corruption and restriction of competition
Certification of payments to influence federal transactions	Certification protecting against corruption of government funds
Certification regarding debarment and suspension	Ensures contractor is not debarred or excluded from work with any Federal agency
Previous HUD participation certification	List previous involvement and completion of multi-family projects with HUD
Contract experience form	Formally certifies work experience with an organization

Tip: All vendors must submit same paperwork regardless of work type, vendor type, or previous capacity; failure to do so will result in bid being deemed non-responsive.

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Sealed bid components: Pricing

There are 2 different types of pricing, each with their unique submission process…

Pricing type	Description	Form	How to submit*
Evaluated base bid	Estimated price of a good or service provided by the vendor	A one-line quote totaling the sum of all line items	Either: • Spreadsheet download/upload • Manually
Bid factor	Your quote price / NYCHA's target price as a decimal	% of bid total cost as decimal to the 4th place	Quote price for each line-item automatically populates based on entered bid factor and unit amount

Tip:
- To submit pricing info for an evaluated base bid, a vendor may either upload a spreadsheet or enter the info directly into iSupplier.
- A bid factor is entered in the pricing worksheet form, whereas an evaluated base bid is entered in the form of proposal.

*See iSupplier Guide 09/2022 for a more detailed explanation.

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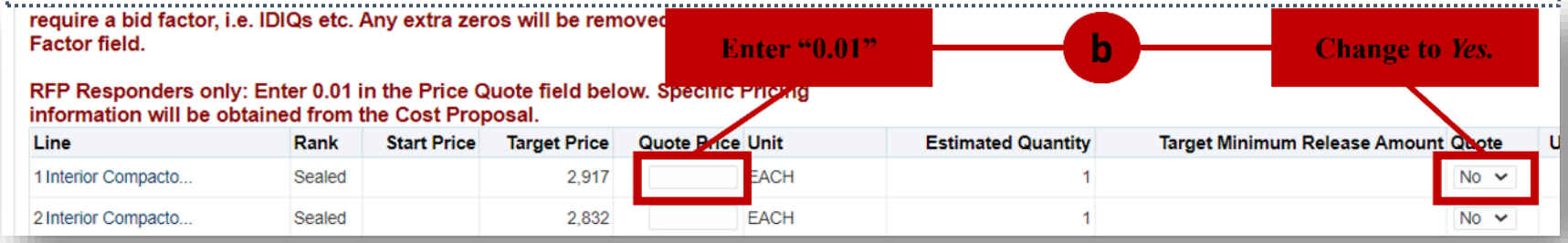
Evaluated base bid pricing: submit manually *or* via spreadsheet

Evaluated base bid:

- For or RFP responders, enter “0.01” in the *Price Quote* field since specific pricing information will be obtained from the Cost Proposal. Confirm the *Target Minimum Release Amount Quote* is set to *Yes*.
- For all other bids, enter total dollar amount under the Quote Price column next to each line item.



OR

Evaluated base bid:

Enter a dollar amount under the *Quote Price* column next to each line item or submit quote by spreadsheet.

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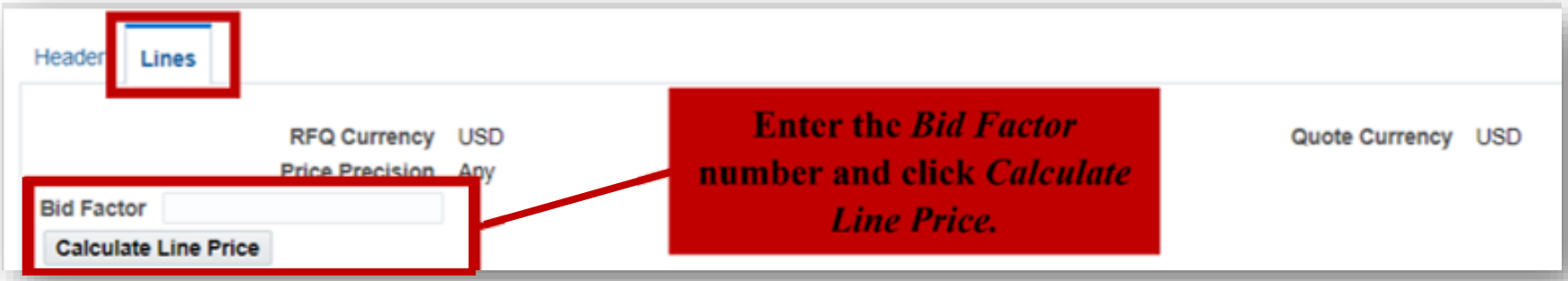
Bid factor pricing

1) For RFQs requiring a Bid Factor, enter the bid factor # in the *Bid Factor* field and click *Calculate Line Price* to automatically populate the quote price for each line item.



Example:

Bid factor	Pro	Con
.9 (discount)	• More competitive	• Risks quality assurance
1.1 (increase)	• Signals self-awareness	• Less competitive

Tips:

- To input bid factor, create a quote, enter your chosen decimal to nearest 4th place, and select *calculate line price* to automatically populate prices for each line item.
- The bid factor applies to all line-items; you cannot designate different bid factors for specific line-items. As such, the bid factor worksheet can assist with determining the bid factor that a vendor can reasonably accommodate.

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Let's practice calculating a bid factor…

Formula

Your quote price ÷ Target price = Bid factor

Example

If the target price provided by NYCHA for a given line item is $200, and your quote price for the same line item is $170, the bid factor should be .8500.

Example formula

170 ÷ 200 = .8500

Tips:

- Your bid factor must be written as a decimal, specified to four (4) decimal places.
- If you make a mistake with decimal placement, the mistake is uncurable.
- Make best effort to accurately estimate all costs anticipated in the performance of the work across all requested services and materials.

Source: Calculating a Bid Factor with Example worksheet

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Sealed bid components: Line-item information

Header | **Lines** | Controls | Contract Terms

Display Rank As 1,2,3...
Ranking Price Only

Cost Factors Buyer & Supplier
☑ Suppliers see their quote price transformed
Price Tiers Price Breaks

Lines

Previous 1-25 Next 25

Description	Line	Item, Rev	Category	Unit	Estimated Quantity	Best Price (USD)	Active Responses	Time Left
Booster Pump, 1HP thru ...	1 Booster Pump, 1HP thru ...	059001612	PL-PLUMBING.1CM	EACH	1	Sealed	Sealed	1 day 21 hours
Booster Pump, 7-1/2HP t...	2 Booster Pump, 7-1/2HP t...	059001613	PL-PLUMBING.1CM	EACH	1	Sealed	Sealed	1 day 21 hours
Booster Pump, 20HP thru...	3 Booster Pump, 20HP thru...	059001614	PL-PLUMBING.1CM	EACH	1	Sealed	Sealed	1 day 21 hours
Replace Booster Pumps a...	4 Replace Booster Pumps a...	059001615	PL-PLUMBING.1CM	EACH	1	Sealed	Sealed	1 day 21 hours
Booster pump: remove an...	5 Booster pump: remove an...	059001616	PL-PLUMBING.1CM	EACH	1	Sealed	Sealed	1 day 21 hours
Booster pump: remove an...	6 Booster pump: remove an...	059001617	PL-PLUMBING.1CM	EACH	1	Sealed	Sealed	1 day 21 hours
Booster pump: remove an...	7 Booster pump: remove an...	059001618	PL-PLUMBING.1CM	EACH	1	Sealed	Sealed	1 day 21 hours
Booster pump: electrica...	8 Booster pump: electrica...	059001619	PL-PLUMBING.1CM	EACH	1	Sealed	Sealed	1 day 21 hours
Mechanical Room Pipe In...	9 Mechanical Room Pipe In...	059001584	PL-PLUMBING.1CM	LINEAR FOOT	1	Sealed	Sealed	1 day 21 hours
Repair of Booster Pump	10 Repair of Booster Pump	059001620	PL-PLUMBING.1CM	EACH	1	Sealed	Sealed	1 day 21 hours
Repair of Booster Motor	11 Repair of Booster Motor	059001621	PL-PLUMBING.1CM	EACH	1	Sealed	Sealed	1 day 21 hours
House Pump, 1HP thru 5H...	12 House Pump, 1HP thru 5H...	059001622	PL-PLUMBING.1CM	EACH	1	Sealed	Sealed	1 day 21 hours
Replace of House Pump &...	13 Replace of House Pump &...	059001623	PL-PLUMBING.1CM	EACH	1	Sealed	Sealed	1 day 21 hours
House Pump Maintenance ...	14 House Pump Maintenance ...	059001624	PL-PLUMBING.1CM	EACH	1	Sealed	Sealed	1 day 21 hours
Mechanical Room Pipe In...	15 Mechanical Room Pipe In...	059001584	PL-PLUMBING.1CM	LINEAR FOOT	1	Sealed	Sealed	1 day 21 hours
Repair of House Pump	16 Repair of House Pump	059001625	PL-PLUMBING.1CM	EACH	1	Sealed	Sealed	1 day 21 hours
Repair of House Motor	17 Repair of House Motor	059001626	PL-PLUMBING.1CM	EACH	1	Sealed	Sealed	1 day 21 hours
8000 EDR @ 20 PSI DISCH...	18 8000 EDR @ 20 PSI DISCH...	091001006	PL-PLUMBING.1CM	EACH	1	Sealed	Sealed	1 day 21 hours

Tips:

- Hundreds of line items may exist in a single contract; allow ample time to accurately propose pricing. Some contracts feature bid pricing, which will require forethought.
- In sealed bid contract vehicles such as Requirements contracts, quantities are estimated; to be used on an as needed basis with no guaranteed amounts.
- For *service* bids, read the specifications document to see details on quantities and specifications of items and services requested. For *materials* bids, expand description notes on line-items tab.

Takeaway tips for sealed bids

Tip	Why
Read addenda	Changes in solicitations may include important information.
Ask questions	If you are confused at any step, contact NYCHA staff for help.
Be realistic about pricing	If you cannot justify why your bid is as high or low as it is, your bid will be deemed non-responsive.
Allow adequate time to accurately respond to the RFQ	Bids are awarded to the lowest *responsive* and *responsible* bidder; allocating more time than anticipated and starting early will help you meet deadlines and provide accurate information.
Read instructions	Simple mistakes on some forms can deem your bid ineligible.
Reference iSupplier guide for detailed step-by-step process	Navigating NYCHA's system for submitting sealed bids is not necessarily intuitive.
Complete all requested forms	All NYCHA vendors must complete the same paperwork to ensure a fair process.

Thank you!

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Who to contact

For general & iSupplier Portal technical inquiries:
Kim Young
iSupplier Support - Vendor Relations
Office of the Vice President
Supply Management and Procurement Department ("SMPD")
New York City Housing Authority
procurement@nycha.nyc.gov
Office: 212-306-6676
Remote: 929-502-6107

For RFQ Trade Technical, bid-specific, and bid document-specific inquiries:
Your local buyer
Via the iSupplier Online Discussion Board (replacing email communication as of 06/2022)

For PASSPort inquiries:
MOCS Service Desk
Inquiry Submission Form
https://mocssupport.atlassian.net/servicedesk/customer/portal/8

How to Find the iSupplier Online Discussion Board:

1) From *Actions* drop-down at top right of iSupplier page, select *Online Discussions* and click *Go*
2) Click *New Message* and fill in *Subject* and *Message* fields, optionally add attachments
3) Click send

Sealed bid FAQs (1/5)

#	Topic	Question	Answer
1	General definitions	What is a bid factor?	Contract for which NYCHA establishes unit prices and estimated quantities for supplies/services in solicitation and contractor includes in its bid a bid factor, or multiplier, to be applied to each of NYCHA's unit prices.
2	General definitions	What is a sealed bid?	Type of procurement method in which NYCHA prepares the solicitation, including details of the desired good or service, and bidders submit a sealed bid containing the price at which the vendor can deliver the good or perform the service described in the solicitation.
3	General definitions	What is an RFQ?	The term "Request for Quotation" refers to a method of procurement involving solicitation of quotes for the purchase of specific goods and services. The Sealed Bid procurement method is a type of Request for Quotation.
4	General definitions	What is a PLA?	A Project Labor Agreement is an agreement between NYCHA, construction trades, and affiliated unions requiring all bidders on construction projects to agree with terms set forth therein.

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Sealed bid FAQs (2/5)

#	Topic	Question	Answer
5	Terms & conditions	What is a payment bond?	Bond posted by a vendor that guarantees the vendor will pay its subcontractors and materials suppliers throughout the term of the contract.
6	Terms & conditions	What is a performance bond?	Bond that serves to guarantee satisfactory completion of a vendor's performance obligations under a contract.
7	Terms & conditions	What is a prevailing wage rate?	Basic hourly rate of wages and benefits paid to similarly employed workers in a geography (usually based on rates specified in collective bargaining agreements).
8	Terms & conditions	What is fringe rate?	Cost of employee's benefits divided by wages paid for hours working on the job; what an employee costs your business, besides their base salary.
9	Terms & conditions	What is Section 3?	Refers to Section 3 of the Housing and Urban Development Act of 1968, as amended and implemented by HUD. Its purpose is to increase economic opportunity for low- and very-low-income persons, particularly recipients of government assistance for housing.

Sealed bid FAQs (3/5)

#	Topic	Question	Answer
10	Terms & conditions	What is overhead markup?	A general phrase used to capture the expenses of bills, office equipment, and other items not explicitly included in the job costs.
11	Before submission	How can I contact the development office about arranging a site visit?	Reach out to the developments directly: https://www.nyc.gov/site/nycha/about/developments.page
12	After submission	Why wasn't I awarded work for a certain contract?	It is NYCHA's policy to award contracts to the lowest responsive and responsible bidder using the sealed bid procurement method. Work is requested as needed; the turnaround for posted bids can be as brief as a period of several days.
13	After submission	I performed well. Why hasn't NYCHA asked me back for more similar work recently?	Due to federal and state funding cycles, NYCHA's solicitations for work can occur seasonally. For example, some bid opportunities will only arise every 2-4 years.

Sealed bid FAQs (4/5)

#	Topic	Question	Answer
14	Active contract	Why did the development contact say I cannot continue work due to my contract exceeding $250k? What happens now?	When aggregate active POs begin to exceed $250k, a VNC (Vendor Name Check) is required. The VNC (Vendor Name Check) team will initiate the process to continue work, contact the vendor, and begin obtaining the VNC from the OIG (Office of the Inspector General). The vendor must respond in a timely manner to any issues or requests for corrections arising during this process. Once all corrections (if applicable) are made, the vendor will receive their VNC and be able to continue work. This process takes 45 days on average. NYCHA will rely on a VNC for one year, although the agency in its discretion may require one sooner.
15	Navigating iSupplier	How can I view current bid opportunities?	See Section 5A of the iSupplier guide: https://www.nyc.gov/site/nycha/business/isupplier-vendor-registration.page

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Sealed bid FAQs (5/5)

#	Topic	Question	Answer
16	Navigating iSupplier	How can I find a bid opportunity in iSupplier?	See Section 6A of the iSupplier guide: https://www.nyc.gov/site/nycha/business/isupplier-vendor-registration.page
17	Navigating iSupplier	How can I view and download bid documents?	See Section 6B of the iSupplier guide: https://www.nyc.gov/site/nycha/business/isupplier-vendor-registration.page
18	Navigating iSupplier	How do I submit a bid?	See Section 6C of the iSupplier guide: https://www.nyc.gov/site/nycha/business/isupplier-vendor-registration.page

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Other helpful resources

- Procurement Policy Manual: https://www.nyc.gov/site/nycha/business/isupplier-vendor-registration.page
- iSupplier Guide 09/2022: https://www.nyc.gov/site/nycha/business/isupplier-vendor-registration.page

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