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# Questions and Answers about Earning KCDC's Business

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# How do I know about KCDC opportunities?

- ◆ **Typically you find out by:**
  - ◆ KCDC's web site
  - ◆ Associated Women Contractors
  - ◆ Black Contractors Association
  - ◆ Knoxville Builder's Exchange
  - ◆ Knoxville Chamber Partnership
  - ◆ Knoxville Area Urban League
  - ◆ Knoxville's Title VI Coordinator
  - ◆ Knox County's Supplier Diversity Office
  - ◆ Hispanic Chamber of Commerce
  - ◆ Tennessee Minority Supplier Development Council

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# How do I get started?

- ◆ Learn what KCDC does
- ◆ Learn its purchasing procedures
- ◆ Review past bid processes & results
- ◆ Register with KCDC
- ◆ Be able to access the internet
- ◆ Provide quality products and services
- ◆ Determine a way to make life easier for KCDC staff

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# How Do I Respond to Solicitations?

- ◆ Understand the bidding process
- ◆ Read the entire solicitation document carefully before you start to respond to it

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# How do I respond to solicitations? (continued)

- ◆ Pay close attention to declaratives such as “Shall, Must and Will”
- ◆ Do not guesstimate
- ◆ Do not over promise
- ◆ Do not rush your response-Allow time to properly complete the quote
- ◆ Follow up after a reasonable amount of time

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# How do I respond to solicitations? (continued)

- ◆ Assess the tasks required
- ◆ Assess the risks and costs to you
- ◆ Assess the probability of success
- ◆ Assess the potential profit

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# What are the Top Ten Mistakes of Bidders?

1. Failure to sign the bid response
2. Failure to supply contractor licensing information as requested on the bid coversheet
3. Failure to complete all forms in the bid
4. Failure to deposit the bid on time
5. Changing the bid format

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# What are the Top Ten Mistakes of Bidders?

(continued)

6. Not answering the questions that were asked
7. Not asking questions and getting clarifications
8. Waiting until the day the bid is due to ask questions
9. Not asking for help in making sure that bid documents are properly completed
10. Not bidding because you do not think that you have an “in” with KCDC

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# What are the Top Ten Things for Bidders to do?

1. Read the instructions before you respond
2. Follow the instructions
3. Take the bid opening time and date seriously
4. Provide everything called for in the solicitation document
5. Ask questions and get clarifications

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# What are the Top Ten Things for Bidders to do? (continued)

6. Ask questions when there is still time to get answers
7. Ask for guidance in bid document completion
8. Obtain and read addendum
9. Obtain a debriefing after the award is made. You can learn a lot for next time
10. Submit a bid. It is a wonderful learning tool