
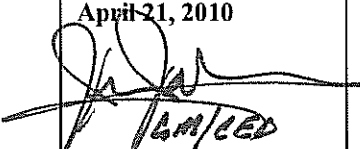


# STANDARD PROCEDURES OF THE WASHINGTON SUBURBAN SANITARY COMMISSION

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Cathy A. Martin, C. P. M. Acquisition Director 	ACQ 10-01  SUPERSEDES ACQ 07-01	April 21, 2010  JAM/LED	June 1, 2010	OF 7
SUBJECT: CENTRALIZED BIDDER REGISTRATION (CBR) PROCEDURES				

## I. PURPOSE

To establish registration requirements for potential bidders, suppliers and vendors who want to do business with the Washington Suburban Sanitary Commission ("Commission" or "WSSC"). Firms interested in doing business with the Commission must register on-line, **at no cost**, specifying the goods and/or services they wish to provide. This system will also allow potential bidders, suppliers and vendors to maintain their specific Bidder information (the "Bidder Profile"). Only firms that have registered in the Centralized Bidder Registration ("CBR") system at the time of bid opening or proposal submission due date are eligible to enter into contracts with WSSC.

## II. DEFINITIONS

**Acquisition Office:** The office that is accountable and responsible for the centralized purchasing function for the procurement of all goods and services on behalf of the Commission including but not limited to supplies and material services; architectural and engineering services; construction; construction services; and professional services.

**Active Status:** An active status indicates that the firm is able to respond to solicitations for their specified primary or secondary North American Industry Codes.

**Authentication Code:** The ID and password assigned to a firm by the CBR system.

**Bidder:** A firm submitting a price or proposal in response to an Invitation for Bid ("IFB") or Request for Proposal ("RFP") issued by the Commission.

**CBR Expiration:** Occurs at the end of any twenty-four (24) consecutive months during which a registered firm fails to either access or update, modify, correct or revise as needed its Bidder Profile. Failure to access (or update, modify, correct or revise) the Bidder

Profile within the 24 consecutive month period will result in the Bidder Profile being changed to inactive status and such firm will be unable to receive e-mail notifications of bid opportunities involving the firm's North American Industry Code(s).

**Centralized Bidder Registration (CBR):** An automated web-based system into which all potential bidders, suppliers and vendors that are ready, willing and able to provide goods and/or services to the Commission submit basic contact, demographic and product (or service) information concerning their firms. The CBR system assigns a unique user ID and password to each registrant that allows full access to bid opportunities listed on the CBR View Bid Opportunity tab.

**CBR View Bid Opportunity:** The tab within the CBR web site to which the Commission will post all IFBs, RFPs and other solicitations and will include a brief description of the commodity or services required, the designated NAICS code, the name of the Acquisition Consultant, the closing date and time. In addition, this tab will display all bid tabulation sheets related to the posted solicitation after the closing date.

**Eligible Status:** Describes the status of a registered firm that may participate and respond to any WSSC solicitation that requires Small, Local and Minority Business participation.

**Inactive Status:** Describes the status of a registered firm that is disqualified from responding to any WSSC solicitation because its CBR has expired.

**Ineligible Status:** Describes a registered firm whose MBE Status or SLBE Status expired (see MBE/SLBE status expiration).

**MBE Status Expiration:** Occurs when a registered firm fails to notify the Commission that the certifying agency has timely renewed, extended or reinstated the firm's MBE certification. A registered firm's failure to renew or extend its MBE status prior to the expiration date listed on the Bidder's Profile (or to obtain reinstatement of any expired certification) and to notify the SLMBE Office accordingly will result in the Bidder's Profile being changed to Ineligible Status; such firms will not be eligible to participate in MBE requirements.

**Minority Business Enterprise (MBE):** Any legal entity that is organized to engage in commercial transactions, which is at least fifty-one percent (51%) owned and controlled by one or more minority persons; and which has been certified as minority-owned by the Maryland Department of Transportation, Prince George's County Government Minority Business Development Division, the District of Columbia Office of Small Local Business Development, or any governmental certification agency which substantially duplicates the requirements of the Maryland Department of Transportation.

**North American Industry Code (NAICS).** A six digit code identifying the commodity and/or services for which a firm wishes to receive email notifications of bid opportunities from the Commission. The NAICS were developed as the standard for use by Federal statistical agencies in classifying business establishments for the collection, analysis, and publication of statistical data related to the business economy of the U.S.

**Primary NAICS:** The NAICS corresponding to the commodity or service that accounted for the greatest revenue during the registered firm's most recently completed fiscal year.

**Secondary NAICS:** An NAICS, in addition to the Primary NAICS, for those commodities or services for which a registered firm may be interested in receiving bid notifications.

**SLBE Status Expiration:** Occurs when a registered firm fails to obtain timely renewal, extension or reinstatement of its SLBE status from the Commission. A registered firm's failure to recertify its SLBE status upon receipt of written notice from the SLMBE Office will result in the bidder's profile being changed to Ineligible Status. Such firm will not be eligible to participate in SLBE requirements.

**Small Local Business Enterprise (SLBE):** An independently owned and operated business, regardless of race, ethnicity or gender, with a net worth initially defined by the State of Maryland. Located in Montgomery or Prince George's County or has 25 percent of its employees domiciled in one or both counties.

- The criteria for a small business qualifying under the state small business preference program as established in regulations adopted by the Department of General Services (DGS) under 14-203 state finance and procurement article but with specific criteria so that WSSC size standards would not change as the states DGS.

**Small, Local and Minority Business Enterprise Office (SLMBE) Office:** The Office established by Md. Ann. Code, Art. 29 § 3-109(b) (2).

### III. REGISTRATION REQUIREMENTS AND PROCEDURE

- A. A firm wishing to do business with the Commission must be in active status, within WSSC's CBR system at the time of bid opening or proposal submission due date. The CBR process allows firms to identify those goods and services they wish to offer to the Commission and to inform the Commission, where appropriate, of their MBE and/or SLBE status.
- B. Firms intending to perform work for, or supply goods to the Commission must be registered on the CBR web site at the time of bid opening or proposal submission due date. A firm registering for the first time must provide all mandatory information, as identified by a red asterisk "\*".
- C. When registering, a firm will receive an Authentication Code (user ID and password) that will allow it to access or edit its registration information online whenever the need arises. Any firm wishing to respond to, download, or physically obtain bid documents must have attained active status in the CBR system at the time of bid opening or proposal submission due date and have received an Authentication Code. This Code

enables the firm to access its Bidder Profile.

- D. Firms must identify a primary NAICS industry code for goods or services they wish to provide to the Commission when registering. They may enter secondary NAICS industry codes for goods or services they may be interested in providing to the Commission. Once a firm has selected its specific codes and a valid email address with its point of contact, the firm will automatically receive an email notification each time a solicitation for the selected goods or services (primary and secondary NAICS codes) is posted to the CBR View Bid Opportunity tab.
- E. Registered firms in the CBR system can update their information by accessing the CBR system from the Commission's website, [www.wsscwater.com](http://www.wsscwater.com), or directly on the CBR site at [www.cbr-wssc.com](http://www.cbr-wssc.com). These web sites are available 24 hours a day, seven days a week.
- F. Deleted as of (based on approved date).
- G. Firms claiming SLBE status when registering in the CBR system must indicate "yes" to the appropriate question. The CBR system will automatically forward an e-mail to the SLMBE Office, which will validate the firm's status as an approved WSSC SLBE. The SLMBE Office, after validation, shall update the firm's record in the CBR system to indicate the firm's SLBE eligibility. Based on SLMBE Office review and validation procedures, all firms will receive an e-mail notification regarding their status in the SLBE program from the SLMBE Office. Contact information for the SLMBE Office will be included.
- H. Firms claiming MBE status when registering in the CBR system must: (i) indicate "yes" to the appropriate question; (ii) identify the agency (or agencies) that granted certification; and (iii) forward a copy of all certification letters to the SLMBE Office. The CBR system will automatically forward an e-mail to the SLMBE Office, which, upon receipt of the certification letters, will validate the firm's status as a certified MBE. The SLMBE Office, after validation, shall update the firm's record in the CBR system to indicate the firm's MBE status. Firms who are denied status, based on SLMBE Office review and validation procedures, will receive an e-mail notification that they are ineligible for the MBE program. Contact information for the SLMBE Office will be included.
- I. Accuracy of all information in a firm's Bidder's Profile, such as contact names, mailing addresses, phone and fax numbers, and e-mail addresses, is the firm's exclusive responsibility. Each firm must access its CBR profile at least once every twenty-four (24) months from the date the firm completed its first CBR registration. The CBR system will issue an e-mail notification thirty (30) days prior to the firm's Anniversary Date and every twenty-four months thereafter. The e-mail will advise the firm that it must review and/or update its Bidder Profile in the CBR system. Failure to review and/or update (*i.e.*, click on a field) in its Bidder Profile within that 30 day period will place the firm in Inactive Status. Firms may update their profile anytime. Any modification to a Bidder Profile by a firm in Inactive Status will automatically

transfer the firm to Active Status. (*Refer to Appendix A-Disclaimer*)

- J. Firms whose SLBE Status has expired will be unable to participate in requirements limited to, or subcontracting requirements identified for, SLBEs until such time as the SLMBE Office has received satisfactory evidence that the firm's SLBE certification has been renewed, extended or reinstated. The SLMBE Office is responsible for notifying the firm of the expiration of their SLBE status. The SLMBE Office will update files upon final approval by the Director of the SLMBE Office.
- K. Firms whose MBE Status has expired will be unable to participate as a certified MBE in Commission bidding opportunities or subcontracting requirements identified for certified MBEs until such time as the SLMBE Office has received satisfactory evidence that the certifying agency has renewed, extended or reinstated the firm's MBE status and the Director of the SLMBE Office has confirmed such action by the certifying agency.
- L. The Acquisition Office will: post all bid opportunities (including associated closing date and time); notify by e-mail all registered bidders under the selected NAICS code; post all addendums, if any, and post Bid tabulation after closing date and time on the CBR View Bid Opportunity tab.
- M. Deleted as of (based on approved date).
- N. The CBR will be the **ONLY** source for WSSC IFBs, RFPs and solicitations.
- O. Subcontractors working on Commission contracts are strongly encouraged to register in the CBR.
- P. The Acquisition Office will administer the CBR on behalf of the Commission.

#### IV. AUTHORITY CLAUSE

The General Counsel certifies that the statutory authority for the adoption of this Standard Procedure is Md. Ann. Code Article 29 § 9-101.

#### **DISTRIBUTION:**

Commissioners  
General Manager  
Deputy General Manager  
Chief of Staff  
Corporate Secretary  
General Counsel  
Internal Audit Manager  
Chief Engineer

Chief Financial Officer  
Chief Information Officer  
Team Chief, Customer Care  
Team Chief, Production  
Director, Acquisition  
Director, Communications and Community Relations  
Director, Human Resources  
Director, Intergovernmental Relations  
Director, Logistics  
Director, Small, Local, Minority Business Enterprise Office  
Director, Strategic Systems Management Office  
Fair Practices Officer

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Revised 03/xx/10

**Appendix A – Disclaimer****CENTRALIZED BIDDER REGISTER (CBR)**

**This website is available to Potential Bidders at no cost.** To receive e-notification of pending bids and download solicitations, vendors are required to self register at this site and maintain their Bidder profiles so that all information remains current.

**This site is best viewed using Microsoft Internet Explorer versions 6.0 or higher with 2000/XP operating systems. All cookie settings and JavaScript must be enabled, and up to 128-bit encryption is used on the site**

**Disclaimer of Warranties:** The WSSC expressly disclaims all warranties of any kind whether express or implied. Bidder expressly agrees that use of the website is at his/her sole risk. The service is provided on an “AS IS” and “AS AVAILABLE” basis.

**Bidder Registration:** Bidders can self-register on-line, using the NAICS codes for commodities and services they provide. The system allows Bidders to designate the industry (NAICS code) categories of solicitations for which they would like to receive email notification when their designated category is sought. Please note that receipt by a Bidder of an email notification of a solicitation does not constitute a determination by WSSC of the responsibility of the Bidder for the solicitation.

**Electronic Bid Notice:** This website provides e-notification of Solicitations and addenda *only* to registered Bidders. In addition to posting Bid/RFP documents, **Registered** Bidders will be able to download complete documents for review.

The Washington Suburban Sanitary Commission (WSSC) will exercise all possible and reasonable care to avoid mechanical and other failures in this notification system. WSSC is not responsible for and accepts no liability for any technical problems that result from this website. Therefore, failure of WSSC to send an email notification or email not being sent to or received by a Bidder will not constitute cause for other bids/proposals received to be rejected and the requirements to be re-advertised.

**WSSC does not assume responsibility for inaccurate information in the database, which would disable communication between WSSC and the Bidder. It is the Bidder's sole responsibility to maintain and update their records in the CBR website database.**

**Small, Local and Minority Business Enterprises Programs (SLMBE):** Businesses that are eligible to participate in the Commission's Small, Local and Minority Business Programs must have been approved by the Commission's Small, Local and Minority Business Enterprise Office to be registered as a Small Local Business or a certified Minority Business.

Detailed eligibility requirements, policies, and procedures for participating in the Commission's Small, Local and Minority Business Enterprise Program can be accessed online from this link: [www.wsscwater.com/doing\\_business/SLMBE](http://www.wsscwater.com/doing_business/SLMBE) or contact the SLMBE Office at 301-206-8800. The WSSC will make an attempt to notify vendors of Bids/RFPs being released in an industry category. **However, the vendor is ultimately responsible for visiting the site to view the WSSC's current available Bids/RFP's and addenda that are available in their industry code.**