



DEPARTMENT OF PROCUREMENT & SPECIAL SERVICES

Doing Business with McHenry County

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Director of Procurement & Special Services

September 22, 2023

Purchasing Thresholds

Under \$3,000

- **Department Head Discretion:** No competitive procurement required nor Procurement Department involvement under \$3,000 (currently under review to increase to \$5,000). Departments may procure these contracts on their own.
- Between \$3,000 and \$30,000 **Quotes:** Informal pricing obtained for the purchase of goods and supplies, services, equipment, construction, or professional services. Typically, between \$3,000 - \$30,000. Use a purchase order and competitive quotes

Over \$30,000

- **Bids:** Purchases over \$30,000 require legal advertising and a formal, public opening of bids. With few exceptions, bids are award to the lowest responsive and responsible bidder.
- **RFPs (Request for Proposals):** purchases over \$30,000 (or under) for professional services, including but not limited to consulting, engineering, and equipment maintenance. More flexibility in evaluating qualifications and skills, and not just lowest bid.



PURCHASING'S ROLE

Encouraging and ensuring an open, competitive process that protects against fraud and favoritism

Assisting departments in purchasing goods & services while conforming to the McHenry County Purchasing Ordinance

SOLICIT AND REVIEW ALL QUOTES, BIDS, AND PROPOSALS FROM VENDORS

PROVIDE COUNTY DEPARTMENTS WITH ACCESS TO AS MANY VENDORS AS POSSIBLE.

County Particulars

- Annual Budget @ \$220,000,000
- Fiscal Year Starts December 1
- Average 75 bids per year
- Interested in Doing Business with McHenry County?

Scan this QR code



- Where to find Bids/RFPs/RFQs
- DOT Requirements – Set by Illinois Department of Transportation. Includes Employment laws, Prevailing Wage, RFQ, etc.



Doing Business with McHenry County

- What are a few upcoming Bids: General Contractor for Planning & Development, Road Salt, Sheriff's Marine Unit Services, Janitorial Services
- Virtual Bid Openings with In-Person Pre-Bids
- Where can bidders find who is awarded a contract?

Women, Minority and Persons with Disabilities (WMD) Certification

- Ownership Certification
 - Self-Certify or Annual Certifications
 - There is a cost to certify through the City of Chicago, Cook County, and Private entities. No cost from the State of Illinois or Federal Government for certification
 - Must certify annually
- The State and County have not set goals for WMD spending, but the County is beginning to track this in anticipation of future legislation

McHenry County Purchasing Contact

QUESTIONS?

Thank you for attending!





**Illinois Small
Business
Development
Center**

**Providing Professional Guidance for Business
Growth**

Presented by

Mark Piekos

Manager

Illinois Small Business Development Center
McHenry County College

Illinois Small Business Development Center

- The Illinois Small Business Development Centers (SBDC) are funded by the Small Business Administration (SBA), Illinois Department of Commerce and Economic Opportunity (DCEO) and partner organizations such as McHenry County College to help entrepreneurs start a new business or expand an existing business.

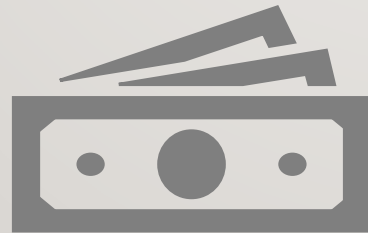
At our core, we provide confidential and no-cost advising to entrepreneurs, like you!



What can the ISBDC do for you?



Deliver professional,
individualized advising and
technical assistance



Assist with access to capital
and financial analysis



Improve Business planning
and strategy



Help your pre-venture,
existing or transitional
business meet its goals.

ISBDC at MCC Business Resources

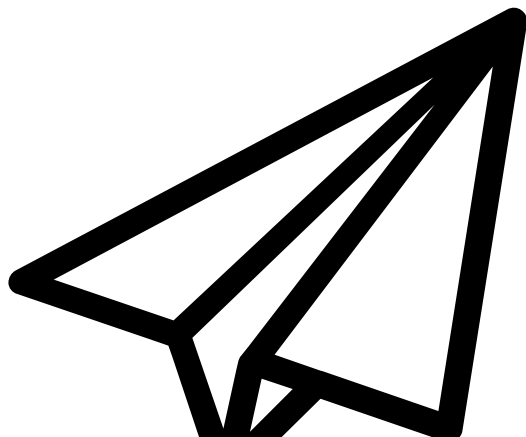
- Business Planning, Personnel Management and Growth Guidance, including Financial Projections
 - Marketing, Human Resources, Entrepreneurship, and Financial Consultation
 - Market Research, Business Data Analytics and Strategic Planning Techniques
 - Assistance Obtaining Funding for Existing Entrepreneurs and Viable New Business Opportunities



“If I have seen further, it is by standing on the shoulders of giants” – Sir Isaac Newton

- **Workforce Training-** Open to individuals- Train the trainer, Soft Skills, Technology
- **Corporate Training-**Programs open to organizations of all sizes; leadership & talent development, Safety, wellness, OSHA, Manufacturing and Industry
- **Career Services-** Online job board (Handshake), Internship, On-Campus Recruitment, Job & Internship Fairs, Micro-internships
- **Manufacturing Pathways Consortium-** Talent pipeline development for manufacturing industry, rotational internship with educational partners





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mailing list**



**Submit an
inquiry**



CONTACT US



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McHenry, IL





College of DuPage

Business Development Center

cod.edu/BDC



Doing Business with McHenry County

667 Ware Road
Woodstock IL. - Conference Room A – B

September 22, 2023



COD APEX Accelerator Team

***Ileen Kelly, APEX Center Director**
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Illinois APEX Accelerator Helps Businesses



Identify, compete for and win government contracts City, County, State and Federal



Conduct market research to find opportunities and train clients to use public sites to search



Vendor Registration: SAM.gov - IL Procurement Gateway; Local



Navigate HUBzone; WOSB, EDWOSB, DBE and other certifications



Benefits of APEX Accelerator



One on One Advising



Navigating
Government Buying
Process



Customized Bid
Matching



Socio-Economic
Business Certifications

Benefits of APEX Accelerator



Guidance with proposal prep and submission



Research



Contract Opportunities



Forecasting with Buying Plans

Quote

"I feel like I am swimming in the middle of the ocean with no direction or idea of where to go!"



Webinar Series To Assist Small Businesses

Starting Government Contracting “101”

- Determining if your Product/Service is Marketable to the Government (Resources Provided)
- Completing Vendor Registrations - Federal, State, Local

Capability Statement: Why Pick You?

- Documenting Your Past Performance So Procurement Selects You
- Marketing Your Business Professionally

The Certification Process

- Understanding Set-Aside Opportunities
- Qualifying for Certifications – Minority, Veteran and Women-Owned – Federal, State, Local

Additional Webinars Offered in 2023 - 2024:

- **Marketing to the Feds (and Leveraging Data)**
- **Bid to Win (Proposal Writing)**
- **GSA Removing the Mystery (General Services Administration)**



MYTHS:

Government Contracts Are The Same As Grants

Government Contracts Provide “Upfront Money” To Grow Businesses

Once A Business Is Registered With the Federal & State Portals, Government Contracts Will “Find” The Business

Certifications Guarantee Government Contracts

Government Contracting Is Easier Than Commercial Business

The APEX Accelerator Approves/Provides Certifications

TRUTHS:

Government Contracts Are A Way For Businesses To Expand Their Market and Revenues

Businesses Who Succeed In Government Contracting Take Time to Learn How To Position Themselves To Understand The World of Government Contracting & Position Themselves to Compete

Commercially Successful Businesses Are Best Poised To Win Government Contracts

Your APEX Accelerator Is Here To Help You Gain The Knowledge, Skills, and Mindset To Compete and Win Contracts!



Businesses won nearly 420 in government contracts – worth over \$526 million - in FY 2023, with the help of the Illinois APEX Accelerator.

The Illinois APEX Accelerator Helps Businesses Identify, Compete for, & Win Government Contracts

Our no-cost assistance comes in the form of teaching, mentoring, and coaching. We also provide our clients with a complete set of tools to research and identify contracting opportunities.

Through our services, your Illinois Business will learn how to:

- Conduct market research, find government opportunities, and establish relationships with agencies.
- Execute SAM and other governmental vendor registrations.
- Read and understand government bid and proposal solicitations.
- Locate businesses- large and small- to form partnering agreements between firms.
- Prepare, review, and finalize a bid or proposal.
- Locate technical information and pricing data.
- Understand RFID, UID, and packaging standards.
- Navigate 8(a) HUBZone, WOSB, EDWSOB, DBE certifications and Veteran-owned verification.
- Prepare for pre-bid conferences, short-list interviews, debriefings and pre-award meetings.
- Participate in electronic and other Internet-based bid opportunities.
- Handle post-award contract administration.

In Fiscal Year 2023 the Illinois APEX Accelerator....

- Served **1,650** businesses
- Conducted seminars and participated in **146** state-wide events with **3,244** businesses and individuals in attendance
- Our staff conducted **5,632** counseling sessions with Illinois-based businesses
- Our staff provided **5,301** hours of counseling to our clients
- Our clients won **419** contracts worth nearly **\$526.8 million**
- Our efforts helped clients create **48** and saved **102** jobs.

Funding Sources for COD BDC Programs



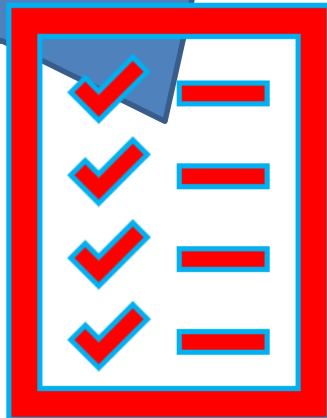
- *Small Business Development Center*
- *International Trade Center*

- *APEX Accelerator*

Federal: U.S. Small Business Administration (SBA)
State: Dept of Commerce & Economic Oppty (DCEO)
Local/Host Institution: College of DuPage (COD)

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Government Contracting Business-Ready Checklist



1. Does the Government buy the product or service you sell?

2. Are you capable of fulfilling a government contract (i.e., time, staffing, material, funding)?

3. Are you credit worthy?

4. Do you have an accounting system that produces financial statements: profit & Loss, balance sheets, cash flow projections?

5. Do you have cash on hand to purchase working inventory?

6. Do you already have government contracting experience?

7. Do you know where to find contracting opportunities?

8. Do you have the key basic registrations?



Questions?

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[LINK TO WORKSHOPS](#)





College of DuPage

Business Development Center

Thank You

