

# STANDARD PROCEDURES OF THE WASHINGTON SUBURBAN SANITARY COMMISSION

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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 are eligible to respond to WSSC solicitations.

## II. DEFINITIONS

- A. 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.
- B. Anniversary Date: The date that is twenty four months after a firm first successfully registered in the CBR system.
- C. Authentication Code: The ID and password assigned to a firm by the CBR system.
- D. 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.
- E. CBR Expiration: Occurs at the end of any twenty-four (24) consecutive months during which a registered firm fails to access its Bidder Profile. Bidders will receive an email notification from the Commission thirty (30) days prior to their Anniversary Date. Failure to access the Bidder Profile within the notification

period will result in the Bidder Profile being changed to an inactive status and such firm will not have access to bid opportunities

- F. 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.
- G. CBR View Bid Opportunity: 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.
- H. 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.
- I. Inactive Status: Describes the status of a registered firm that is disqualified from responding to any WSSC solicitation because its CBR has expired.
- J. Ineligible Status: Describes a registered firm whose MBE Status or SLBE Status expired (see below).
- K. 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.
- L. Minority Business Enterprise (MBE): Has the meaning set forth in Md. Ann. Code, State Finance and Procurement Article § 14-301.
- M. 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.

- N. 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.
- O. Secondary NAICS: A NAICS for those commodities or services for which a registered firm may be interested in receiving bid notifications
- P. 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 and such firm will not be eligible to participate in SLBE requirements.
- Q. Small Local Business Enterprise (SLBE): Has the meaning set forth in the applicable Commission Standard Procedure, adopted in accordance with Md. Ann. Code, Art. 29 § 3-110(c).
- R. Small, Local and Minority Business Enterprise Office (SLMBE Office): Is 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 an active, registered firm in the CBR system. 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 register on the CBR web site. A firm registering for the first time must provide all mandatory information, as identified by a red "\*" .
- 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 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 a secondary NAICS industry code for goods or services they may be interested in

providing to the Commission. Once a firm has selected its specific codes and provides 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 code) 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. All firms registered with the Commission prior to the effective date of this Standard Procedure must re-register in the CBR system to obtain bid documents and receive notifications. For firms that do not have computer access, a computer will be available during normal working hours in the Acquisition Office of WSSC (14501 Sweitzer Lane, 8<sup>th</sup> floor, Laurel, MD 20707-5902) to utilize for registering.
- 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. 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 SLBE program. 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 or hard-copy 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.

- J. Firms who have undergone SLBE Status Expiration 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 will update files upon final approval by the SLMBE Office Director.
- K. Firms who have undergone MBE Status Expires will be unable to participate as a certified MBE in Commission bidding opportunities 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 SLMBE Office Director 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. Bid tabulation will remain on the CBR View Opportunity tab by solicitation number for 30 days after posting.
- M. Implementation of the CBR system shall occur over a ninety (90) day transition period beginning with the "effective date" of this Standard Procedure. The "effective date" shall occur on the thirty-first day after notice of this Standard Procedure's approval is published in both a Prince George's County newspaper and in a Montgomery County newspaper. The Commission shall announce the "effective date" and the last day of the ninety (90) day transition period on the Commission's website ([www.wsscwater.com](http://www.wsscwater.com)), and on the CBR site ([www.cbr-wssc.com](http://www.cbr-wssc.com).) Upon termination of the 90 day transition period, all Commission IFBs, RFPs and other solicitations shall be posted on the CBR website. At that time, the CBR will be the ONLY source for WSSC IFBs, RFPs and solicitations.

#### **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.

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