



WELCOME
TO
THE
PROCUREMENT SEMINAR

Procurement and Contracts



- An Overview of Contract Administration

Introduction



From need to delivery of products or services

Departmental Structure

- The Department of Procurement and Contracts is comprised of five (5) primary business units
 1. Financial and Administrative Services
 2. Systems Management and Technology Services
 3. Strategic Planning and Procurement Policy
 4. Contract Compliance and Vendor Services
 5. Purchasing and Contract Administration

Departmental Responsibilities

- Finance and Administrative Services
 - Requisition Services
 - Office Management
 - Record Management
 - Vendor Services
- Systems Management and Technology Services
 - Purchasing Web Site
 - E-Procurement
 - Bids/RFPs for technology goods and services

Departmental Responsibilities

- Strategic Planning and Procurement Policy

- Procurement Policies and Procedures

- Strategic Sourcing

- Board Reports

- Contract Administrators for special projects

- Contract Compliance and Vendor Services

- M/WBE Monitoring

- M/WBE Statistical Data

- Vendor Performance issues

- Vendor Report Cards

Departmental Responsibilities

- Purchasing and Contract Administration
 - Competitive Solicitations - Professional Services
 - Competitive Solicitation - Operations (Construction)
 - Contract Management

Contract Administration



Solicitation Processes

- Bids (BID)
- Request for Proposals (RFP)
- Request for Qualifications (RFQ)
- Request for Information (RFI)
- Sole Source (SS)

Bids and Bid Solicitation (BID)

- Bid: as defined means a document submitted in response to a Bid Solicitation to provide goods at a certain price, quantity, timeframe and under specific terms and conditions requested by the department.
- Bid Solicitation: as defined means a document requesting submittal of bids for goods or services specified by the department.

Request for Proposals (RFP)

- Request for Proposals: as defined means a solicitation document requesting submittal of proposals in response to the parameters and scope of services required, but does not specify in detail every aspect of how to accomplish or perform the required services.

Request for Qualifications (RFQ)

- Request for Qualifications: as defined means a solicitation document requesting submittal of qualifications or specialized expertise in response to the parameters and scope of services required.

BID v. RFP v. RFQ

- BIDs are generally used for commodities (goods – supplies, furniture, equipment) and construction projects.
- RFPs are generally used for professional or consulting services.
- RFQs are generally used to pre-qualify a pool of vendors for use on future projects.

Solicitation Examples

- BIDS
 - Food Service equipment
 - Student Transportation (Buses)
 - Furniture
 - Janitorial Supplies

REQUEST FOR PROPOSALS (RFP)

- Consultant Services
- Student Transportation Management
- Audit Services
- Architectural & Engineering Services

REQUEST FOR QUALIFICATIONS (RFQ)

- Various Trades Contracting Services
- Fine Arts and Performing Arts Consultants
- College Excel Program
- Band and Sports Uniforms

Request for Information (RFI)

- Request for Information: as defined means a general invitation to firms with knowledge of the scope of services required requesting information on the subject matter of the solicitation document. This method is used as a research and information gathering tool.

Sole Source (SS)

- Sole Source: as defined means a vendor, who has not been selected through a public solicitation, that is exclusively or uniquely qualified to provide goods or services.

Solicitation Participants

- User Department
- Contract Administrator
- Contract Compliance and Vendor Services
- Board Report Representatives/Coordinators
- Consultants
- Legal Department
- Risk and Benefits Management

User Department Responsibilities

- User Department's funding line or plan for funding the product/service should be identified.
- Send Solicitation requests to the Director of Contract Administration.
- Identify who prepared the scope or specifications and User Department contact person.
- Send "Complete Scope/Specifications" in Electronic Format (computer disk) and a list of potential bidders/proposers the User would like the Contract Administrator to contact regarding the solicitation.
- Review draft and return promptly.
- Send representatives to pre-submittal conference.
- Secure an Evaluation Committee (if applicable), committed to the evaluation process.(sign confidentiality form for the review and return of solicitation documents received).
- Review submitted responses to solicitation documents.
- Prepare final recommendation to the Chief Purchasing Officer.
- Prepare Board Report.

Contract Administrator Responsibilities

- **Review “Completed Specifications” with User Department’s contact person.**
- **Prepare draft of solicitation for review by the User, Risk Management, Procurement and Contracts, Contract Compliance, and Law.**
- **Routing of drafts to obtain final sign-offs.**
- **Review and incorporate comments to document.**
- **After Law department approves, send to all pertinent parties for final review.**
- **Advertise solicitation and send notices to prospective vendors.**
- **Hold a pre-submittal conference.**
- **Hold the solicitation opening.**
- **Evaluate the documents that are submitted for responsiveness.**
- **Distribute copies of solicitation to User Dept. and other evaluators(as applicable). Retrieve signed confidentiality forms from evaluators.**
- **Schedule evaluation meetings.**
- **Conduct evaluation committee meetings.**
- **Request analysis reports for Financial Statements, Lexis-Nexis, M/WBE Compliance.**
- **Inform the User Department of any issues that would effect the outcome of their decision of the selected vendor.**
- **Review Board Report for accuracy.**

Contract Compliance and Vendor Services Responsibilities

- Review and approve M/WBE language in the solicitation document.
- Attend the pre-submittal conference and answer M/WBE questions.
- Conduct Lexis-Nexis searches for short list bidders/proposers.
- Conduct analysis of bidder's M/WBE plan.
- Review and approve M/WBE language in the board report.

Board Report Representatives/ Coordinators Responsibilities

- Prepare Draft Board Report
- Prepare Board Report related documents for the Board Meeting.
- Monitor the entire Board Report Process.

(Does not apply to Board Report
Representatives)

Legal Department Responsibilities



- Review and approve solicitation documents.
- Review and approve Board Reports.
- Prepare Contracts for vendors.
- Serve as a legal advisor on procurement legal issues.

Risk and Benefits Management Responsibilities

- Review insurance language in the solicitation document.
- Provide an analysis of vendor insurance documentation, as needed.
- Assist Procurement and Contracts in assuring vendor compliance with Board insurance requirements.

Consultant Responsibilities



Qualified to:

- 1. Provide Professional Expertise to the User Department as needed.**
- 2. Review documents.**
- 3. Assist in the preparation of specifications on various projects.**
- 4. Participate as a technical advisor.**
- 5. Sign a Confidentiality form before any evaluation participation.**

Not Qualified to:

- Prepare Specifications/Scope of Services, if they plan to respond to the solicitation.**
- Manage entire solicitation process.**
- Vote on Evaluation Committee final results.**

Most Frequently Asked Questions

Q1. How long does the process take?

A1. It dependson the complexity of the solicitation, number of respondents, results of vendor analyses, time of year submitted, and responsiveness and cooperation of the solicitation participants.

Q2. Who is responsible for the Board Report process?

A2. The User's Board report representative or coordinator.

Most Frequently Asked Questions

Q3. Who do I contact in what department to start the solicitation process?

A3. Contact the Chief Purchasing Officer or Director of Contract Administration in Procurement and Contracts to start the process.

Most Frequently Asked Questions

Q4. What type of forms do I have to submit to start the solicitation process?

A4. Send a written request for the solicitation with “Complete Specifications/Scope of Services” in Electronic Format (computer disk). The request should also include the name and telephone number of the User contact person, estimated Board meeting date and a list of potential bidders/proposers the User would like the Contract Administrator to contact.

Most Frequently Asked Questions

Q5. What is a “Specification or Scope of Service” and how do I prepare this document?

A5. Specifications/Scope of Services are a description of the goods or services requested by the User department. It is the User department's responsibility to prepare the specifications. If the User does not have the expertise to prepare the specifications, it should consult with someone with technical knowledge of the goods or services requested.

Helpful Hints to an Efficient Solicitation



- Confirm that funding is available for the project.
- Provide Scope of Services/Specifications which are complete, clear and concise.
- Respond to draft and amendment review requests in a timely manner.
- Ensure that the participants on your Evaluation Committee are committed to the completion of the process.
- Allow the Contract Administrator to manage the process, which includes routing and revising solicitation documents and coordinating the evaluation process.

Conclusion



- Everyone is important and has a role in the procurement process.
- Plan ahead.
- Good Specifications/Scope of Services.
- Team responsiveness.
- Teamwork is the KEY

Questions are welcome



Thank you

- From the Department of Procurement and Contracts

- *Next Seminar:*

- *November 1, 2001*