

Understanding and Responding to Solicitations

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THE DIVISION OF
PROCUREMENT SERVICES

Understanding and Responding to Solicitations

What is the sourcing method being used?

SC sourcing methods include:

- Small Purchases (11-35-1550)
- Competitive Sealed Bidding (11-35-1520)
- Best Value Bidding (11-35-1528)
- Fixed Price Bidding (11-35-1525)
- Request for Proposals (11-35-1530)

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Small Purchases

- <\$50,000
- Competition Required
 - <\$2,500.00 – None (price is fair and reasonable)
 - \$2,500.01 - \$10,000.00 - 3 Written Quotes
 - ❖ Award to lowest responsive and responsible
 - \$10,000.01 - \$50,000 Advertisement in SCBO
 - ❖ Written quotes, bids, or proposals (RFP)
 - ❖ Award to lowest responsive/responsible; for RFP to highest ranked offeror

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Competitive Sealed Bids

- \$50,000.00 and more
- Competition Required -Advertisement in SCBO
- Award - Lowest Responsive & Responsible Bidder

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COMPETITIVE BEST VALUE BIDDING

- Hybrid Between Competitive Sealed Bids & Competitive Sealed Proposals
- Award Based on Evaluation Factors Including Price
 - Operational costs; vendor financial stability; prior performance; quality of product/service; quality and effectiveness of business solution and approach
- Price Must Be Worth 60% of Total Evaluation

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COMPETITIVE FIXED PRICE BIDDING

- Purpose is to provide multiple sources of supplies, services, or information technology
- State Sets Maximum Price Allowed
- Award - All responsive and responsible Bidders Agreeing to the Maximum Price
- May Add Contractors After Award
- No guarantee of business to contractor by being added to vendor's list



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COMPETITIVE SEALED PROPOSALS

- Evaluation - weighted factors scored by an evaluation panel
 - **Technical Proposal** – The degree of completeness and the suitability of the Offeror’s responses for all required items.
 - **Price-Business Proposal** (what is it going to cost)
 - **Qualifications (experience)** – The Offeror’s experience and evidence of successful past performance with projects of similar size and scope.
 - **Program Management Plan** –The Offeror’s overall description of the approaches to manage, implement, and support the project.
- Award - highest ranked responsive and responsible offeror
- Negotiations re price and/or matters affecting scope



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RESPONDING TO INVITATION FOR BIDS

- Purpose → to give all qualified contractors the opportunity to compete for government contracts
- Purpose → to avoid favoritism, collusion, or fraud
- Considers only price and price-related factors
 - ❖ Price-related factors include
 - ✓ Transportation costs
 - ✓ Administrative costs
 - ✓ Life-cycle costs
 - ✓ State and local taxes



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RESPONDING TO INVITATION FOR BIDS

- ✓ Read the solicitation in its entirety once, then read it again and again and again.....
- ✓ Make sure you understand the terms and conditions and instructions
- ✓ Note that critical information to responding to the solicitation may be woven throughout the IFB
- ✓ Ask questions, ask questions, ask questions



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RESPONDING TO INVITATION FOR BIDS

- ✓ Attend pre-bid conference to obtain clarity
- ✓ Perform any necessary research
- ✓ Make sure you have noted the submission deadline
- ✓ Develop a timeline for responding
- ✓ Give yourself ample time to respond
- ✓ Timely submit bid and any additional information required by the IFB



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RESPONDING TO INVITATION FOR BIDS

Questions to ask yourself

- Is the project too big or too small to tackle?
- Is the project beyond your expertise?
- Do you have the necessary capital (human and financial resources) available for the project?
- Do you have the time capacity to handle the project?
- Do you need assistance in putting together your bid?
- Did you include your bid price?
- Have I priced the service/product too high or too low?

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RESPONDING TO REQUEST FOR PROPOSALS

- ✓ Request for Proposals (RFP) → a written or published solicitation issued by an authorized procurement officer for proposals to provide supplies, services, information technology, or construction which ordinarily result in the award of the contract to the responsible bidder making the proposal determined to be most advantageous to the State. The award of the contract must be made on the basis of evaluation factors that must be stated in the RFP (11-35-310 (28))

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RESPONDING TO REQUEST FOR PROPOSALS

- ✓ Read the RFP in its entirety once, then read it again and again and again.....
- ✓ Make sure you understand the terms and conditions and instructions
- ✓ Note that critical information to responding to the solicitation may be woven throughout the RFP
- ✓ Ask questions, ask questions, ask questions

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RESPONDING TO REQUEST FOR PROPOSALS

- Develop clear understanding of what the RFP entails
- Review the components of the RFP
- Review the agency's requirements. Make a checklist to ensure you understand and account for requirements
- Important not only to know the requirements of the RFP, but demonstrate knowledge of the agency also

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RESPONDING TO REQUEST FOR PROPOSALS

- ❖ Respond in manner requested in RFP
- ❖ Include information such as charts, graphs, etc., are relevant to the response
- ❖ Keep response simple, professional, informative, and responsive
- ❖ Avoid cookie-cutter, off-the-shelf responses
- ❖ Demonstrate your knowledge of the subject matter

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RESPONDING TO REQUEST FOR PROPOSALS

- ❖ Provide an executive summary outlining how you are going to perform the required work
- ❖ Provide resume and qualifications of key personnel and subcontractors that will work on the project
- ❖ Develop timeline with milestones for completion
- ❖ Proofread, Proofread, Proofread your proposal!!!
- ❖ Timely submit proposal

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RESPONDING TO REQUEST FOR PROPOSALS

- ❖ Is the project too big or too small to tackle?
- ❖ Is the project beyond your expertise?
- ❖ Do you have the necessary capital (human and financial resources) available for the project?
- ❖ Do you have the time capacity to handle the project?
- ❖ Do you need assistance in putting together your response to the proposal?
- ❖ Did you include your cost?
- ❖ Have I priced the service/product too high or too low?

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What is meant by responsiveness?

- The bid/proposal conforms to the essential requirements of the IFB or RFP
- Reason to reject for being nonresponsive:
 - ✓ Deviated from specifications
 - ✓ Failure to provide detail required (e.g., design information)
 - ✓ Information is unreadable
 - ✓ Failure to conform to delivery schedule
 - ✓ Imposes conditions that modifies requirements of IFB or RFP

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What is meant by responsible?

- The bidder's/offeror's ability to perform
- Things to consider:
 - ✓ Financing
 - ✓ Equipment
 - ✓ Experience
 - ✓ Facilities
 - ✓ Personnel to perform the contract

CONTACT INFORMATION

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