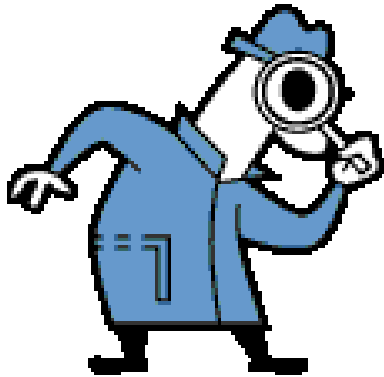


Competitive Procurements

Presentation to
Transformation Design Committee
June 14, 2010

Andrew Kramer, JD
Central Contract Services
Operations Support & Services Division



Competitive Procurements

- Competitive procurements within the state involve the evaluation of proposals and contract negotiation rather than opening of sealed bids and reading prices at a public bid opening
- Evaluations of proposals may include: quality, experience, and technical capabilities in response to procurement criteria
- Cost or price is an element in evaluation but the selection need not be driven by price

Why DSHS Conducts Competitive Procurements

Because, it:



- Avoids appearance of favoritism
- Prevents unsavory publicity
- Increases competition
- Lowers prices for the services
- Attains higher quality of output
- Enhances innovation
- Condition of Federal Grant



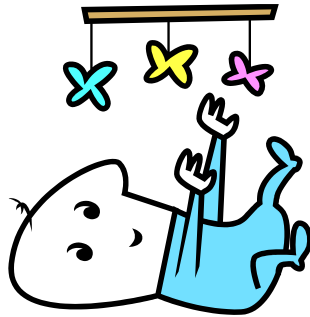
AND

it is a

Violation of the Law

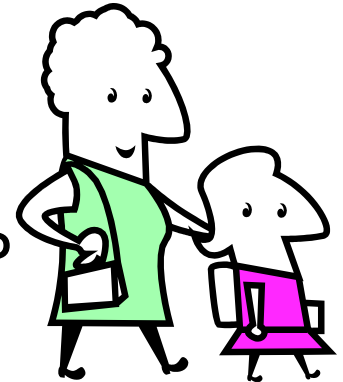
not to
(RCW 39.29)

Four Phases of the Procurement Process

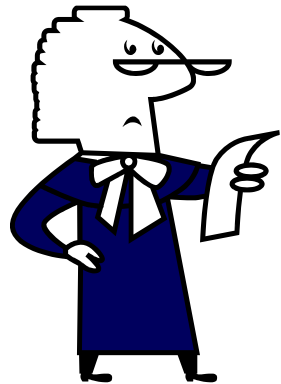


Create the RFP

Release the RFP

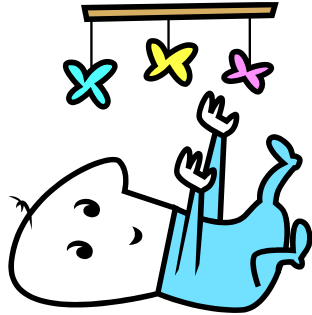


Assess the Proposals



Produce the Contract





Create the RFP

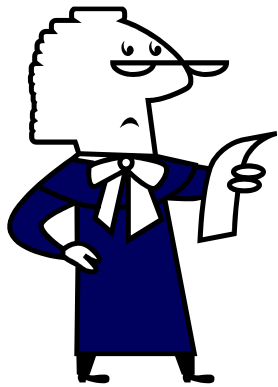
- Meet with Central Contract Services
- Complete Task Schedule
- Obtain appropriate RFP template
- Write first draft
 - Submit for internal program review
- Write second draft
 - Submit for internal program review
- Present to Central Contract Services Procurement Coordinator for final edits.

Release the Procurement



- Provide Central Contract Services with Bidders Notification list
- Advertise/Publish
 - Post the Procurement to the DSHS Procurement Website
- Facilitate Bidder's Conference
- Respond to Bidder's Questions
- Train Independent Group of Evaluators and prepare for evaluations
- Central Contract Services receives proposals

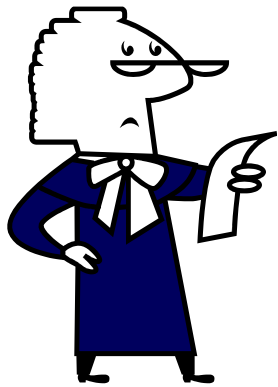
All bidder contacts ***must be*** through the Central Contract Services Procurement Coordinator, to ensure a fair & unbiased procurement process.



Assess the Proposals

Only responsive proposals will be considered

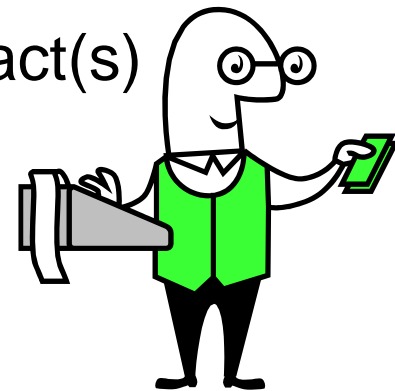
- Adhere strictly to criteria
- Maintain Complete confidentiality
- Individual team members evaluate proposals
 - Collaborative/individual scoring methodology
- Oral Presentations (optional)
- Reference Checks (optional)
- Financial Assessment (optional)



Assess the Proposals

Central Contract Services Procurement Coordinator submits to the program the scores received by the bidders

Program decides to whom to award the contract(s)



After determining the Apparent Successful Bidder, what happens next?



Central Contract Services notifies successful bidder by phone, letter, or e-mail.



Likewise, Central Contract Services promptly notifies unsuccessful bidders – offer debriefing conference.

Central Contract Services coordinates any protest process and the Administrator evaluates protests only on the following grounds: arithmetic errors in computing scores; bias, discrimination, conflict of interest on the part of an evaluator; or non-compliance with procurement procedures.

Produce the Contract

The Administration Negotiates Contract with Apparently Successful Bidder (Central Contract Services does not negotiate contract)

Contract must be Within scope of Procurement



The Administration & Central Contract Services Prepare the Contract

General Terms & Conditions
revision requests
Special Terms & Conditions
Other Requirements & Exhibits

including the fine print

Dates

Still Finalizing

- **CREATE**
 - Currently underway – October/November, 2010
- **RELEASE**
 - October/November – January, 2011
- **ASSESS**
 - January – March, 2011
- **PRODUCE**
 - March/April, 2011

Start-up Work Begins – end of March/April, 2011