

Purchasing Workshop for Vendors

To Serve Our Customers By Buying the Right Quality
in the Right Quantity at the Right Time From the Right
Supplier at the Right Price



Purchasing Policies: BOCC Reso. #050427, July 26, 2005
Amendment: BOCC Reso. #080139 of February 12, 2008
Amendment: BOCC Reso. #090339 of April 21, 2009

Purchase Order Business Process Overview

Need Recognized

Determine Method of Procurement

Petty Cash / Procurement Card

Request for Proposal

Invitation for Bid

Sole Source



Approval



Invoice





Responsibilities of Public Procurement to Ensure:

- Cost
- Quality
- Managing Risks
- Maximizing Competition
- Maintaining Integrity and Transparency



Public Procurement Laws and Regulations

- Sources of Public Law
- A Government's Authority to Contract
- Legal Aspects of Contract Formation
- The Uniform Commercial Code
- Model Procurement Code



Goods & Services We Purchase

- Computer hardware & software
- Temporary Employment
- Office Supplies
- Vehicles
- Printing of Ballots
- Consulting Services
- Signs, Sign Materials
- Roofing
- Portable Toilets
- Towing Services
- Emergency Lights
- Auditing Services
- Inmate Medical
- Surveying Services
- Fuel, Oil, Grease
Lubrications
- And Much More



Methods of Procurement

- **Under \$100**

Petty Cash or Procurement Card may be used

- **Over \$2,500**

Informal quotes (3) **REQUESTED**
Purchase Order required

- **Under \$5,000**

Informal quotes (3) **REQUESTED**
Purchase Order required

- **Over \$5,000 & Under \$25,000**

Informal quotes (3) **REQUIRED**
Purchase Order required


- **Over \$25,000**

Formal Solicitation via Request for Proposal (RFP) or Invitation for Bid (IFB) – Purchases totaling \$25,000+ for a single vendor, not Unit Price
Purchase Order required

Quotes (Informal)

- Required for purchases of supplies or equipment
\$5,000 - \$24,999.99
 - Three quotes required
 - Fax, Email or Telephone
 - Confidential until awarded
 - Vendor List available via Purchasing Agent





Determining the Method of Source Selection

- What is the difference between an Invitation for Bid (IFB) and a Request for Proposal (RFP)?



Process for Procurement

- Request for Proposal (RFP)

- This solicitation is used when price **IS NOT** the driving factor. Evaluation criteria is required with Price being less than 50%. This solicitation is best used for services, when we know what we want but aren't sure how to get it.
- Public Opening, however price is not provided.



Process for Procurement

- Invitation for Bid (IFB)

- This solicitation is used when price **IS** the driving factor. This solicitation is best used for a specific commodity or constructions projects, we know exactly what we want and want the best price.
- (Road Construction over \$5,000)
- All requirements must be met to be responsive.
- Public Opening, however price is not provided.



Process for Procurement

- Piggyback Exception / Group Purchasing

Colorado Multiple Assembly of Procurement Officials

- <http://www.coloradomapo.net/>

Colorado State Purchasing

- www.gssa.state.co.us

US Communities Government Purchasing Alliance

- <http://www.uscommunities.org>

Western States Contracting Alliance

- <http://www.aboutwsca.org/content.cfm/id/WSCA?CFID=382417795&CFTOKEN=79433155>

- WSCA, GSA, State Contract, MAPO, U.S. Communities, other government entities, etc.



Formal Solicitation Process

- Create Solicitation
- Advertise
 - Local Newspaper
 - Rocky Mountain ePurchasing website
- Pre-Solicitation Conference (If necessary)
- Issue Addendum(s) - (If necessary)
- Conduct Solicitation Opening
 - Bid – vendor name & price revealed
 - Apparent Low Bidder selected
 - Proposal – vendor name only revealed
- Evaluation Review - (If necessary)
- Issue Award or Notice to Proceed Letter



Formal Solicitation Process

Cover Sheet

- Refer to Page 1 of the solicitation handout
 - Solicitation Number
 - Solicitation Title
 - Due Date
 - Documents in package
 - Submitter affirmation



Formal Solicitation Process

General Terms & Conditions

- Refer to page 2 thru 9
 - Applicability



Formal Solicitation Process

● Special Terms & Conditions

- Refer to page 10 thru 12
 - Submission of Offers
 - Schedule of Activities
 - Term of contract
 - Method of Award
 - Optional Renewals
 - Addendums
 - Submission of Offers



Formal Solicitation Process

- Specifications & Scope of Work
 - Refer to page 13 thru 15
 - Specifications
 - Scope of Work
 - Response Format



Formal Solicitation Process

Pricing and Submission

- Refer to page 16
 - Pricing structure
 - Minimum mandatory requirements



Responsive & Responsible

Responsive

- Submittal Signed
- Copies Included
- Addendums Acknowledged
- Mandatory Requirements Met

Responsible

- Vendor qualified to do the job



The Evaluation Process

Request for Proposals – Not Based on Price

- Copies for Each Evaluator Included
- Evaluation Criteria Response(s) Included
- Response Format Followed
- Responses to requirements documented
- Ensure submittal is easy to read and locate mandatory information



The Evaluation Process

Invitation for Bid - Based on Price

- Response Format Followed
- Submittal must meet Mandatory Requirements



Contract Award

● Elements of a Contract

- Offer and Acceptance
- Definiteness
- Consideration
- Mutuality of Obligation
- Capacity of the Parties
- Legality of Purpose

Contracts

- Approval Process
 - Vendor Acceptance and Signature
 - Arapahoe County Acceptance and Signature
 - Purchase Order

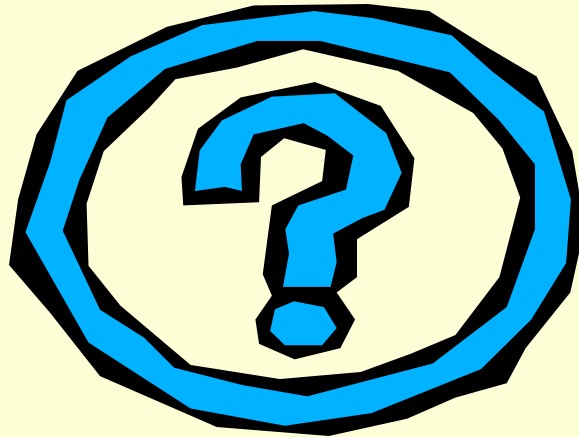




Exceptions to Formal Solicitation Requirements

- Emergency
 - Involves health & safety of public or their property

Questions





Ethics & Professional Conduct

All Arapahoe County staff are strongly discouraged from accepting individual gifts, samples, entertainment, special personal price considerations, fees, commissions, or other gratuities from vendors under \$25.00 and are prohibited from accepting individual gifts, samples, entertainment, special personal price considerations, fees, commissions, or other gratuities from vendors in excess of \$25.00. (Per I.R.S. Title 26, Subtitle A, Chapter 1, Subchapter B, Part III, Sec. 102)



Let us help you

Purchasing Division

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- **Traci Gorman, Purchasing Agent**
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