

BCED Procedures for RFBs/RFPs

GRID VERSION OF BCED/ PURCHASING PROCEDURES

Introduction: The following processes will provide a guideline for including BCED staff and their needs into the RFP process.

- BCED needs to see drafts on RFPs \$500,000 or more not on federal funds to review BCED wording.
- BCED will review all RFBs and RFPs to research any additional TGB Vendors to be included in the request.
- Send RFB/RFP to vendors suggested by BCED, except if purchase will be on federal funds.
- BCED will be sent a copy of the BIS vendor file weekly so they will know which vendors are already signed up on BIS.

ACTIONS FOR BIDS	ACTIONS FOR RFPs	RESPONSIBLE PERSON
	<ul style="list-style-type: none"> • On requisitions (RX) \$500,000 and over not on federal funds, add stamp (Send Draft RFP (not RFB) to BCED) It is unknown at time of RX logging whether the buyer will issue RFP or RFB. 	FILES
RX is identified as a BID	RX is identified as an RFP	BUYER
	<ul style="list-style-type: none"> • Review RFP draft. If under \$500,000 no BCED requirement and 10% evaluation criteria not required. <p>IF \$500,000 OR MORE on non-federal funds:</p> <ul style="list-style-type: none"> • Buyer includes the BCED Response Sheet Attachment J in the draft reviewed with the department and BCED. • E-mail BCED (CRAIG) a draft RFP copy for review before issuing RFP. Include requesting department name and phone number in e-mail to BCED so Craig knows who to contact with RFP edits. 	BUYER BUYER BUYER
	<p>FOR RFPS \$500,000 or more on non-federal funds:</p> <ul style="list-style-type: none"> • BCED reviews RFP draft with requesting department for proper BCED wording and BCED evaluation criteria and weight. In most cases the BCED will leave the standard BCED wording. 	BCED
	<p>FOR RFPS \$500,000 or more on non-federal funds:</p> <ul style="list-style-type: none"> • BCED's recommended wording is incorporated into the RFP draft and final RFP document is forwarded back to buyer to issue the RFP to vendors. 	Requesting Department
<p>All Bids are issued to BIS Category vendors which includes BCED.</p> <p>Vendors (and BCED) are copied on any addendums issued.</p>	<p>FOR RFPS \$500,000 or more on non-federal funds:</p> <ul style="list-style-type: none"> • Stamp or label is affixed to outside front cover of yellow RFP folder. Stamp/label states: Send draft of RFP (not RFB) to BCED. This is a reminder for the referral step later. • Verify that final RFP incorporates the BCED Response Sheet attachment and BCED evaluation criteria. • RFP issued to BIS Category vendors (includes BCED - Steve Hudson). • Vendors (and BCED) are copied on any addendums issued. 	PA BUYER PA PA

<p>FOR ALL RFBs/RFPs any dollar amount:</p> <ul style="list-style-type: none"> BCED receives copy of issued RFBs/RFPs. BCED reviews RFBs/RFPs and researches if they have additional non-BIS vendors to recommend. BCED will check BIS database so they do not recommend vendors that are already set up in BIS. BCED will forward additional BCED vendors to PA s - usually within 24 hours. 		<p>BCED (Steve Hudson)</p> <p>BCED (Steve Hudson)</p>
<p>FOR ALL NON-FEDERAL RFBs/RFPs:</p> <ul style="list-style-type: none"> Issue copy immediately to any additional vendors recommended by BCED. If RX indicates federal funds, do not issue RFB/RFP to BCED vendors. Buyer will attempt to locate federally certified vendors. Copy additional vendors on any addendums. 		<p>PA</p> <p>PA</p>
<p>REFERRING BIDS</p> <p>Bids are referred as usual.</p>	<p>REFERRING PROPOSALS</p> <p>FOR ALL RFPS:</p> <ul style="list-style-type: none"> Receptionist will complete RFP Referral Form. Proposals copies are forwarded to the Evaluation Team as usual. <p>FOR RFPS (\$500,000 and over on non-federal funds). (Attachment J used.) (These will have the reminder stamp/label on the front of the folder)</p> <ul style="list-style-type: none"> One copy of RFP responses must be sent to Craig Taylor of Business and Community Economic Development Office. Call Steve Hudson (6-8031) and ask him whether he would like to receive the RFP responses by Campus Mail, Special Courier Service or Pick-up. If his preference is by Courier Service, ask for account number/budget number as BCED will bear the shipping charges. Attach the cover letter addressed to Craig Taylor, Office for Business & Community Economic Development, 110 Morrill Hall, 100 Church Street, Minneapolis, MN 55455 at the top of RFP responses. 	<p>Receptionist</p> <p>Receptionist</p> <p>Receptionist</p> <p>Receptionist</p> <p>Receptionist</p>
	<ul style="list-style-type: none"> Review and evaluate the BCED Response Sheets submitted by vendors on RFP. Forward reviewed and ranked BCED Response Sheets to the Evaluation Team. This will identify for the Evaluation Team whether BCED should be included in any vendor interviews and/or negotiations. If there are any negotiated changes or modifications to the BCED response sheets, the buyer will be notified with written documentation. 	<p>BCED (Craig)</p> <p>BCED (Craig)</p> <p>BCED (Craig)</p>
	<ul style="list-style-type: none"> Merge ranking information from Evaluation Team and BCED into final evaluation documentation. Forward final ranking and evaluation documentation for overall ranking to Buyer. 	<p>Evaluation Team</p> <p>Evaluation Team</p>

* It is assumed that all Bids and Proposal copies are e-mailed. Faxes are the next preferred method. If these are not practical, discuss with buyer whether the document should be mailed or couriered.