

BCED Procedures for RFBs/RFPs

BIDS (ALL RFBs) AND REQUESTS FOR PROPOSALS (RFPs) UNDER \$500,000

- **Purchasing Maintains Bid Lists:**

The BIS Coordinator includes a BCED contact on ALL BID LISTS AND ON any new BIS bid lists set up in the future. This ensure that BCED is copied on ALL RFB/RFP documents issued form Purchasing Services.

BCED staff receives a weekly electronic copy of the BIS Subscribing Vendor List.

- **BCED RFB/RFP Review:**

BCED reviews e-mailed RFB/RFPs list from Purchasing and **searches BCED or other databases for minority or women-owned businesses** to suggest Purchasing invite to respond.

BCED forwards the names, fax numbers, and e-mail addresses of the suggested vendors to upurch@groupwise.umn.edu along with the RFB/RFP number.

- **Urgency of BCED Review:**

BCED reviews the RFB/RFP list and identifies any suggested vendors to Purchasing IN A TIMELY FASHION (EST. 24 HOURS). Time will be of the essence on these since the original vendors already have their copy of the RFB/RFP and the suggested BCED vendors will have less due to this additional step. The 24-hour window for BCED is short because it is not our practice to extend an RFB/RFP just because some vendors receives the RFB/RFP a day or two later.

- **Purchasing Issues BCED RFB/RFPs:**

The Purchasing receptionist opens BCED's e-mail daily and forwards the recommended vendor names to both the buyer and the PA. The PA immediately issues bid copies to the suggested BCED non-BIS Vendors.

- **Federally Funded Requests:**

If the purchase is federally funded, the buyer follows a different procedure (see Special Requirements for RFB/RFP (Purchases \$10,000 and over) grid). The buyer also identifies any Federally certified small vendors for inclusion in the RFB/RFP process.

RFPs ESTIMATED AT \$500,000 OR MORE*

*Note: A contract this is awarded for one year with options to renew for additional years is considered to be a one year commitment, since options to renew may not be exercised. Thus, the one year value of the contract is the basis for determining whether Attachment J (BCED subcontracting) is included in the RFP.

If the contract is to be awarded for multiple years at once, then the total value of the multi-year contract is the basis for determining whether Attachment J is include in the RFP.

- **Attachment J:**

All RFPs at this dollar level include the standard BCED wording (Attachment J and Evaluation Criteria) from the RFP Template. Attachment J requires subcontracting a portion of the order or contract with a TGB business.

- **Purchasing Involves BCED in RFP Development:**

Purchasing **makes sure BCED sees the draft RFP** for purchases that are \$500,000 and over and therefore eligible for Attachment J. Buyers e-mail BCED (Craig Taylor and Steve Hudson) the draft RFP and include the department contact name and phone number for BCED's use. BCED may discuss the RFP with the department at this point and inform the Purchasing buyer of any changes to Attachment J or the BCED Evaluation Criteria that they and the department might agree upon.

- **BCED Interacts with the Department:**
BCED's standard is that 10% of the evaluation criteria weighting is assigned for TGB participation indicated in Attachment J. BCED may discuss any weighting with the department to arrive at a mutually agreeable weighting for the final RFP document.

BCED coordinates their attendance at any bidders conference with the department contact person before the conference. BCED may explain or even do a presentation about Attachment J at the conference.

- **Proposal is Sent Out:**
The RFP requests sufficient proposal copies from the vendor so that one copy is available for BCED for evaluation.
- **Purchasing Receives Proposals:**
Proposals are received and clocked in at Purchasing Services. The Purchasing receptionist prepares the BCED referral letter and forwards it along with one copy of each vendor's proposal to BCED for evaluation.
- **BCED Reviews Proposals:**
BCED evaluates all proposals on BCED participation (Attachment J). BCED prepares a score sheet for the evaluation team on each proposal and copies the buyer. This form also advises the evaluation team whether BCED wishes to be included in any final presentations/negotiations. The department's evaluation team incorporates BCED's scoring into the overall evaluation to determine the finalists for award or further presentations, interviews, and negotiations. BCED and the department coordinate any negotiations regarding Attachment J.

If BCED does negotiate additional TGB participation during the contract negotiation phase, BCED **communicates any negotiated changes in the BCED commitment** to the department and Purchasing to be sure it is included in the final contract document.

- **Finalizing the Recommendation for Award:**
When the entire process is completed, the Evaluation Team forwards the final evaluation documentation and recommendation for award to Purchasing. BCED's scoring should be included in the final scoring of the proposal.
- **Renewable Awards:**
If the award is for a renewable contract, the buyer identifies any BCED commitment (Yes/No) in ANTS tracking. An early pull date is recommended so that BCED has time to pull activity reports and review any participation levels throughout the past contract period with the department. BCED and the department use this information along with other information when deciding whether to renew a contract or not.
- **BCED On-going Tracking:**
BCED tracks the awarded vendor's compliance with the BCED portion of each contract and includes these dollars in reports to the University. If the vendor is not meeting the requirement and if the purchase is a time period contract, BCED will have the option to negotiate a compliance plan with the vendor before Purchasing will renew the contract.
- **Non-Bid Contracts \$500,000 and Over:**
The buyer will notify BCED before award, so BCED has the option of discussing the possibility of TGB subcontracting with the department first and then the vendor.