



STRATEGIC SOURCING OPERATING PROCEDURES

SECTION V- B – Competitive Bidding Requirements & Vendor Qualifications

TITLE: Competitive bidding guidelines for the purchase of goods and services.

1. Purpose:

In accordance with DPS Board policies for competitive bidding (Policy DJE) these procedures outline the process and steps for bidding the purchase of goods and services. Included are instructions regarding how vendors are to be qualified for District operations.

2. Definitions:

Emergency Purchases: Those instances which may adversely affect the health or safety of any person, or when delay would cause irreparable harm to the District.

Sole source - Is a purchase of goods or services that is available from only one (1) source (vendor/manufacture).

Single Source - Is a purchase of goods or services that is available from multiple sources, but is specifically required from one source supplier on a non-competitive basis. This is based upon a number of pre-determined conditions for the purchase. These are outlined in the 'Single/Sole source justification form.

Request for Quotes (RFQ) - these are informal requests for quotations, typically under \$25,000 in value, for pricing and delivery. An email or fax should be used for these requests.

Invitation for Bid (IFB)- these are formal, written requests for bids, in excess of \$25,000 in value. These requests are evaluated first on a basis of responsiveness and responsibility. Then are reviewed and selected on the basis of low bid pricing.

Responsive Bid - A quote, bid or proposal that meets all of the 'material' requirements of the solicitation including the scope of work and specification.

Requests for proposal (RFP)- The document used to solicit proposals from potential providers for goods and services (Offerors). Price is usually not a primary evaluation factor. It provides for the negotiation of all terms, including price prior to contract award. It may include a provision for the negotiation of Best and Final Offers. This could be a single step or multi-step process.

Responsible Bid - A quote, bid or proposal that was submitted by a vendor or firm, that meets the solicitation requirements and the vendor or firm has the capacity to contract for the required good or service. This capacity to contract is measured in terms of the vendors' financial, technical, schedule, background and references as submitted.

Competitive Sealed Bid: Award is made to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation to bid.

Competitive Sealed Proposal: Award is made to the responsible offeror whose proposal is determined to be the most advantageous (best value) to the District, taking into consideration price and other evaluation factors set forth in the request for proposal.

Debarment review- as per the procedures established in Section V-E- District procurements and the selected vendor is checked against the Federal Debarment listing- to ensure that vendors are not debarred from work on governmental contracts. This website is- <http://www.sam.gov/>.

3. Policy:

As per Board Policy DJE, procurements shall be awarded by formal competitive solicitation, unless otherwise authorized by the Board of Education. Some exceptions are described below in this procedure. For a complete list of exceptions, please refer to Board Policy DJE. It is the policy of the Strategic Sourcing Department to evaluate all quotes, bids and proposals first on the basis of being both responsive, and responsible.

The District shall have the authority to join with other units of government in cooperative procurement.

4. Procedures: Please note that there may be a contract or price agreement already in place. Please check with Strategic Sourcing if you have any questions.

Procedure	By Whom
<p>0-\$5,000 Purchases No competition is required. This level of purchases is accomplished by schools and departments with the use of the Visa purchasing card. These purchases do not require the direct involvement of the Strategic Sourcing Department (exceptions include textbooks, software, computers).</p>	<p>Schools/Requesting Departments</p>
<p>\$5,000 to \$25,000 Purchases These types of purchases are considered “small dollar” purchases. As such, purchases may be made in the open market, without formal competition.</p> <p>Wherever practical or advantageous, the Strategic Sourcing Department or Schools/Departments shall obtain quotes from at least three suppliers for purchases in excess of five thousand dollars (\$5,000), awarding the contract(s) to the vendor supplying the lowest responsible and responsive quote.</p>	<p>Strategic Sourcing Department or Schools/Departments</p>
<p>Greater than \$25,000 Purchases Purchases in excess of \$25,000 may fall under the provisions requiring sealed bids or proposals to be formally solicited by the Strategic Sourcing Department. Purchases of goods or services that are not competitive require a sole/single source justification. (See procedure V-C for the procedures and desired form and required approvals).</p>	<p>Strategic Sourcing Department</p>
<p>Exceptions may be allowed for circumstance that fall under the following instances: Professional services, Emergency Procurement, Revenue Generating Contracts, Cooperative Purchasing, Unsolicited offers and Construction change orders.</p>	<p>School/Requesting Department, subject to approval by the Strategic Sourcing Department</p>
<p>All invitations for bid and requests for proposal are first screened on the basis of responsiveness and responsibility. The Strategic Sourcing Department will screen the vendor prior to award to verify they are not on the Federal Government Debarment Listing. If not debarred, the Strategic Sourcing department will proceed to select vendors either upon the basis of lowest pricing (IFB) or highest scoring (RFP). Once the vendor has been selected, a notice of intent to award is published by the Strategic Sourcing Department. The Strategic Sourcing Department will then establish an agreement or contract with the selected firm. All vendors must register in the Supplier Portal.</p>	<p>Strategic Sourcing Department</p>

5. Forms

The Strategic Sourcing department will assist operating Departments and schools in obtaining formal or informal bids as thresholds dictate. The Strategic Sourcing department has standardized forms for the following types of solicitations (see links below):

- [Request for Quotation](#)
- [Invitation for Bid](#)
- [Request for Proposal](#)