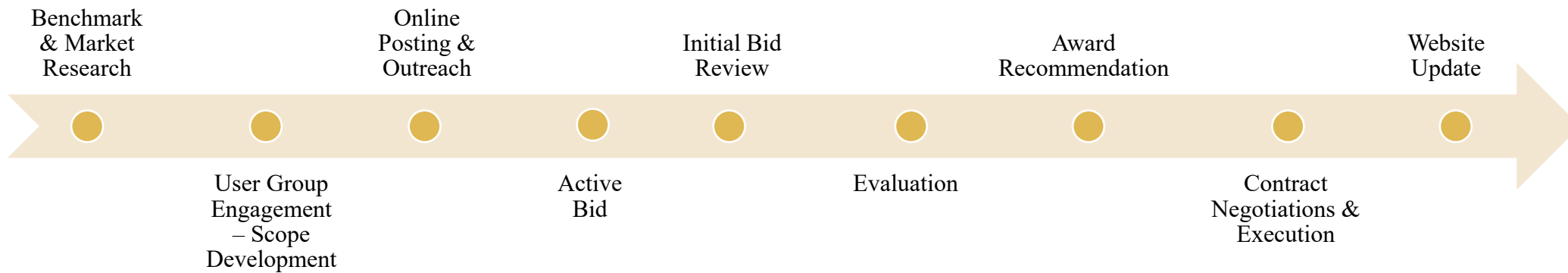


Formal Solicitation Process

September 2023

Bid Workflow



Benchmark & Market Research

New Need

Timing: Once need has been identified.

Contract Officer:

- Identify members for user group to assist with scope development and proposal evaluations.
- Complete market research to see what other organizations may have included in their scope, estimates or cost, and potential vendors for outreach.

Re-Bid

Timing: Best Practice is 10 month prior to expiration of current contract.

Contract Officer:

- Pulls contract spend details and uses the data to complete a benchmark. Analysis is also completed using the contract spend details to identify who the buying agencies are to ensure proper user group representation.
- Market research is completed to see how our contract rates and specifications compare to surrounding states.
- Contract file is reviewed to ensure vendor(s) are current with reporting, as well as licensing and insurance.

User Group Engagement – Scope Development

User group...

- will be asked to attest that they have no conflict of interest as it relates to the contract.
- will provide feedback on what the scope of work should include, product lists (if applicable), potential vendors, scoring criteria, etc.
- engagement can be through email or meetings.

Online Posting & Outreach

Contract Officer:

- Pull the appropriate solicitation template from the website to ensure use of the current version.
- Fill in all blanks, as prompted, and add your scope of work. (Best Practice – save dates for last)
- Complete the Solicitation Request Form and send the solicitation document(s) and form to contracting@delaware.gov for posting approval.
- Send outreach email to prospective vendors.

Active Bid

Contract Officer:

- Verifies solicitation has posted correctly.
- Conducts pre-bid meeting, if applicable. (Documenting and posting the attendance)
- Collects questions and issues an addendum to respond to them with user group feedback, as required.
- Collects and secures bids/proposals.
- Conducts the bid opening.

Initial Bid Review

Contract Officer:

- Reviews bid/proposals for submission compliance.
- Identify any minor deficiencies or non-responsive bids/proposals.
- Prepares Proposals Received List for online posting.
- Prepares evaluation packets for user group (RFP).

Evaluation

Contract Officer:

- Evaluate pricing and make award recommendation (ITB)
- Evaluate pricing and add score to the bid tab. (RFP)

User Group:

- Evaluate the technical proposals and submit scores and comments. (RFP)
- Review and comment on samples, data sheets, etc.
- Participate in and score presentations, if required.

Award Recommendation

Contract Officer:

- Compiles user group scores & comments into the bid tab.
- Prepares and shares award recommendation with user group.

User Group:

- Approves recommendation.

Contract Negotiations & Execution

Contract Officer:

- Works through any exceptions taken in the solicitation response.
- Prepares contract, incorporating exception outcomes, and presents to vendor for signature.
- Submits contract for countersignature.

Website Update

Contract Officer:

- Prepares an Award Notice and Pricing Spreadsheet, if applicable.
- Award Notice is submitted for online posting.
- After posting an email is sent to the Contracting List Serve or other internal communication process.