

User Group Participation

Invitation to Bid



Government Support Services
website: gss.omb.delaware.gov

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Who Does What?

- ITB's issued for central contracts
 - **Contract Officer:**
 - Develops ITB with input from User Group (subject matter experts)
 - Review bids for responsiveness
 - Determine if any bidders are on federal excluded parties listing
 - Analytical identification of lowest cost from responsible bidder
 - **User Group:**
 - Representing agencies that are the actual users of the contract, user group members provide information critical to a meaningful scope of work
 - Product requirements
 - Delivery requirements
 - Packaging requirements
 - Just to name a few

Confidentiality

- The need for confidentiality is paramount!
- Initial drafts of the ITB and communications between the Contract Officer and the user group throughout the procurement process are not to be disclosed outside of the user group
- A confidentiality breach may, at a minimum, result in the need to cancel the procurement.
 - A breach could also expose the State to litigation

Determining Responsibility and Responsiveness

- **Responsiveness**

- Does the proposal contain all of the basic requirements identified in the ITB
 - Correct number of copies of proposal in required format
 - Required forms (ITB attachments / exhibits)
 - Submission of or compliance with any other criteria established in the ITB

- **Responsibility**

- DE Code identifies the following as considerations for responsibility of the offeror:
 - Offeror's resources (financial, physical, personnel, or other)
 - Offeror's record of performance and integrity (references)
 - Whether the offeror is qualified legally to contract with the State
 - Whether the offeror supplied all necessary information (responsiveness)
 - Any other criteria established in the ITB

Remember It's Public Information

- When reference is made to the Freedom of Information Act (FOIA) process most of us think in terms of public access to: Bid submissions, scoring forms, and contracts.
- E-mails related to a procurement and any notes that might be developed during the procurement process are also subject to disclosure through the FOIA and /or legal process.

Final Steps

- Contract Officer pulls the results together:
 - Assembles a bid tabulation
 - Seeks User Group approval of products bid as “equivalent to spec”
 - Provides User Group with award recommendation
- User Group
 - Reviews / approves award recommendation
- Contract Officer brings the process to closure :
 - Negotiates terms and conditions where applicable
 - Issues award notifications
 - Creates a permanent record