

User Group Participation

Invitation to Bid

June 7, 2023

ITBs for Central Contracts

Responsibilities



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 bidders.



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
 - Etc.

Confidentiality

- Drafts of the ITB, user group communications throughout the procurement process, and award recommendation 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 expose the state to litigation.
- Beyond the bid submission, bid tab, and contracts, emails and/or notes related to the procurement process are also subject to disclosure through the FOIA and/or legal process.



Determining Responsiveness and Responsibility

- **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 bidder
 - Resources (financial, physical, personnel, or other)
 - Record of performance and integrity (references)
 - Qualified legally to contact with the State
 - Responsiveness
 - Any other criteria established in the ITB

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 wraps up process
 - Negotiates terms and conditions, where applicable
 - Issues award notifications
 - Prepares contract file

GOVERNMENT SUPPORT SERVICES – CONTRACTING



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