

User Group Member

Roles and Responsibilities

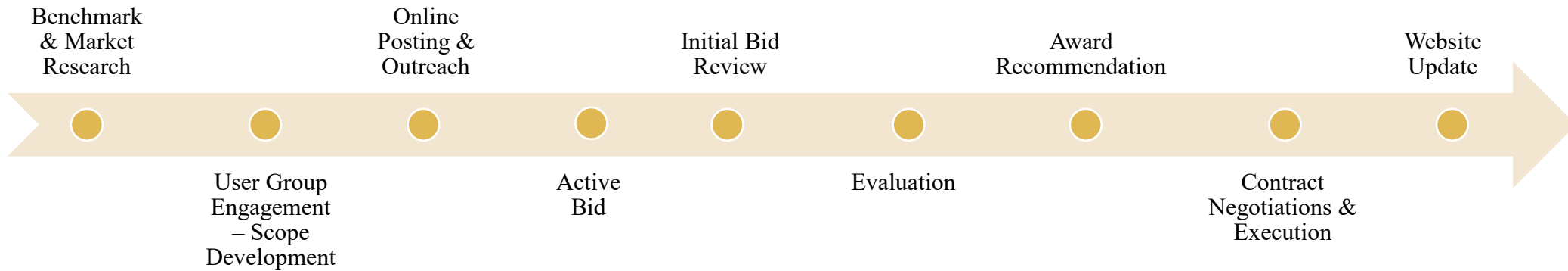
October 2023

Delaware Code

to participate in a user group if that covered agency anticipates the purchasing of materiel or service or services or a group of materiel and/or services under a specific central contract to be written and bid. A covered agency not participating in a user group shall not be grounds for an exception to the use of that central contract. A user group shall perform at least the following functions for the materiel or service or group of materiel and/or services to be purchased by a central contract:

- (1) Make recommendations on the contents of the contract;
- (2) Rate vendors, materials and/or services;
- (3) Rate the effectiveness of the contract; and
- (4) Qualify a materiel and/or service.

Bid Workflow



Scope Development

User Group members will be asked to:

- sign off that they have no known conflict of interest as it relates to the goods/services the solicitation will cover;
- provide helpful feedback on the scope and market basket items (if applicable) by the due date identified;
- assist with establishing the evaluation criteria;
- identify vendors for supplemental outreach purposes; and
- approve solicitation draft.

Active Bid

User Group members may be asked to assist with responding to questions by providing guidance to the contract manager.

Addendum postings are time bound, so prompt responses are required.

Contract Manager is the point of contact for vendor engagements related to the solicitation. User group members should refer any vendor engagements related to the active solicitation to the contract manager.

Evaluation

User Group members may be asked to:

- evaluate and score technical proposals based on the proposal contents only and the scoring criteria identified in the solicitation;
- evaluate and provide feedback on samples, product sheets, etc.;
- attend and evaluate vendor presentations;
- Check references.

Award Recommendation

User Group members will be asked to approve the award recommendation presented by the contract manager.

Contract Negotiations

User group members may be asked to weigh in on business decisions, as the contract manager negotiates the contract with the vendor(s).

Extension Workflow



User Group Engagement

User Group members will be asked to:

- sign off that they have no known conflict of interest as it relates to the contract;
- weigh in on exercising an available extension or rebid early. For a rebid vote, you will be asked to provide justification.