



# Procurement Overview

Division of Behavioral Health  
Change Agent Conference  
November 28, 2017

# Agenda

Introductions  
What is Procurement?  
State of Alaska Procurement  
Procurement Process

9:30 AM – 12:00 PM

Contract Management

1:30 PM – 3:00 PM

| What is  
Procurement?

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Public Money

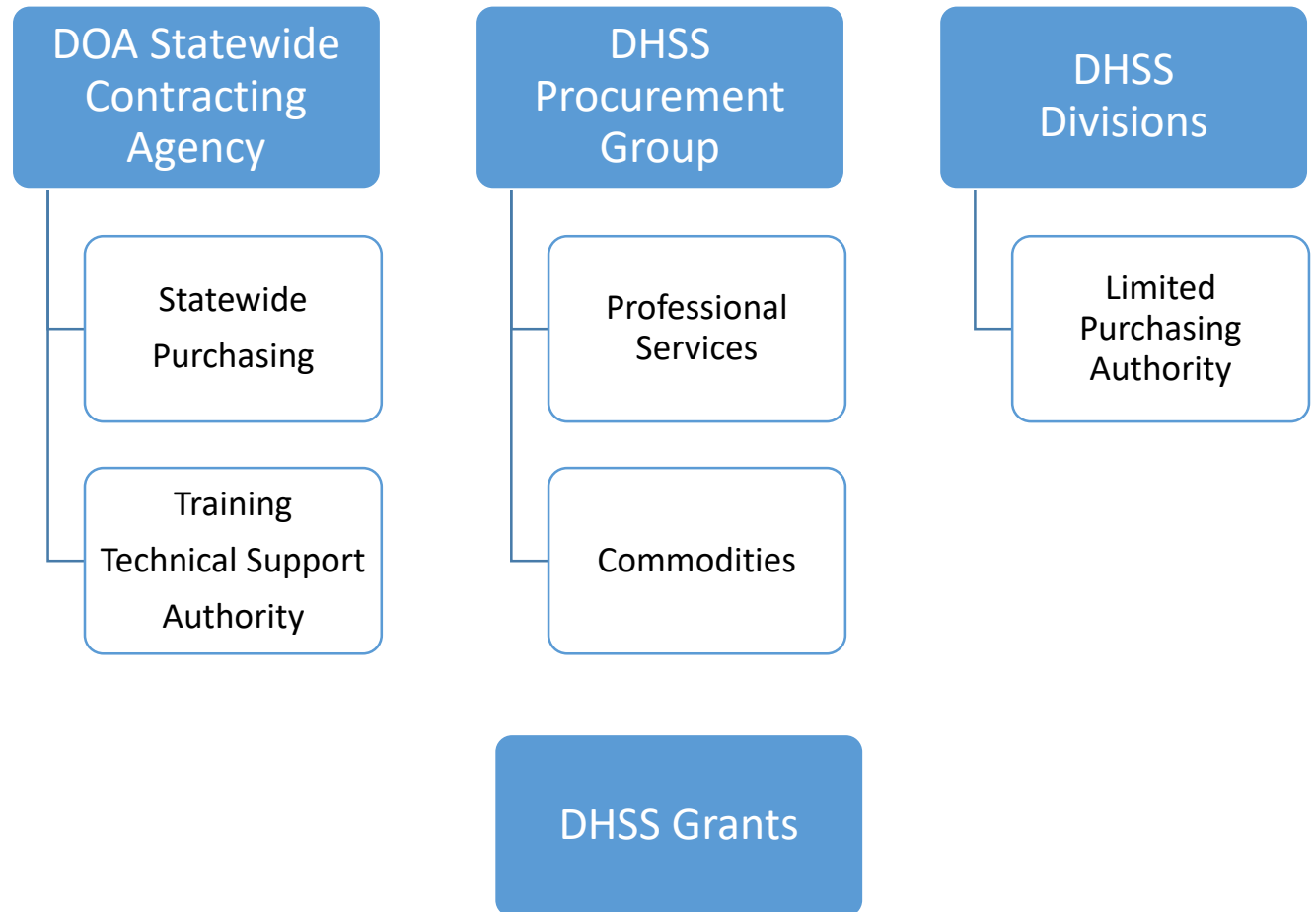
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Ethics

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Equitability &  
Transparency

# Statewide Procurement Structure



# Procurement Rules

Alaska Statute

AS 36.30

Regulations

Alaska Administrative Code

2 AAC 12

Alaska Administrative Manual

AAM 81 – 82

DHSS Policies & Procedures

Grants & Contracts Section, #257

Division Policies & Procedures

# Procurement Hierarchy

## Formal Procurement

100K or greater

RFP or ITB

## Small Procurement

Less than 100K

IRFP or RFQ

## Exemptions

IGA's

Statute exemptions

Direct Procurement



# DHSS Procurement Process

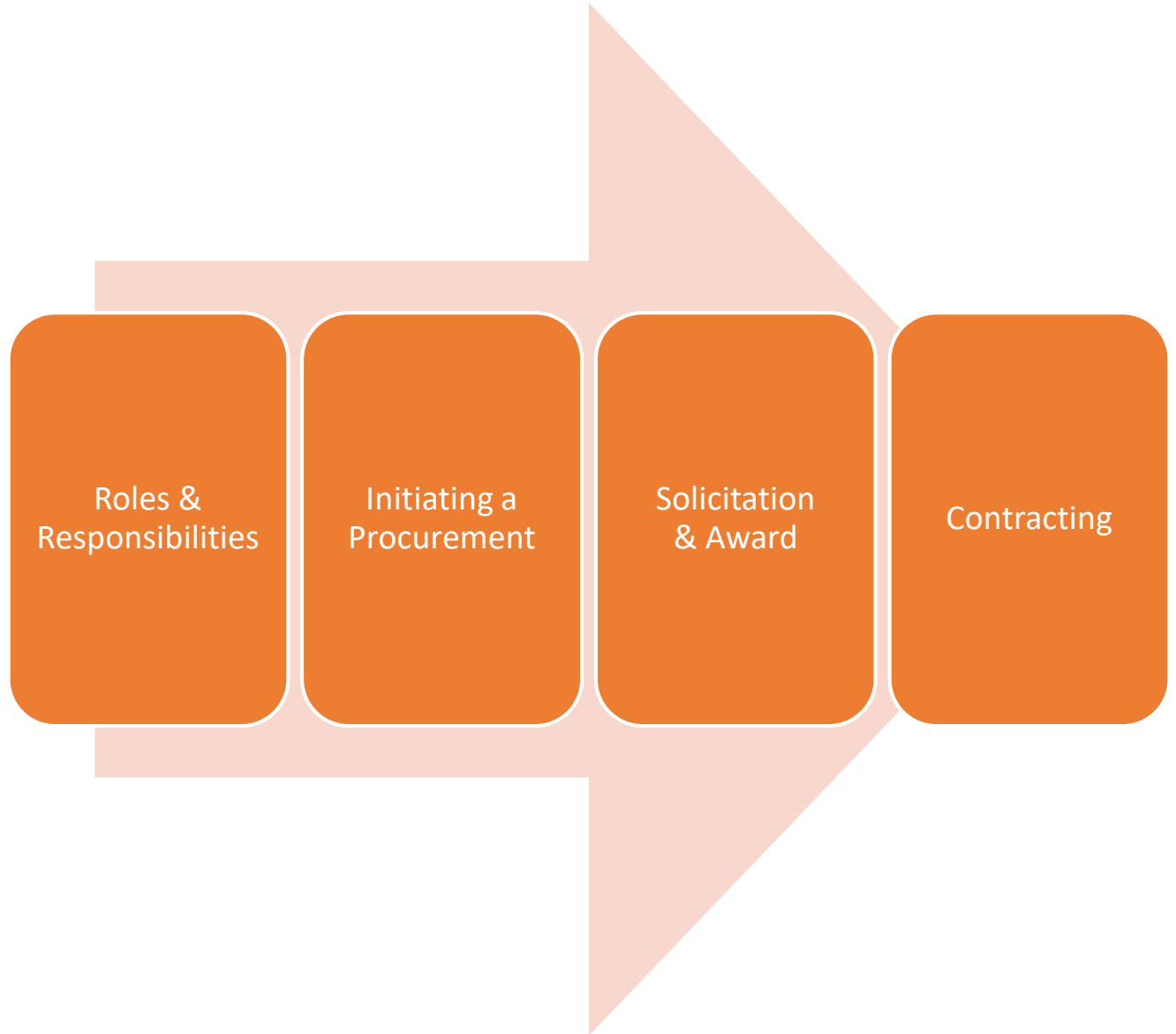
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# Partners





# Process Overview



# Procurement Process

## Step One

### **The ASPS**

Authority to Seek  
Professional Services

### **PR**

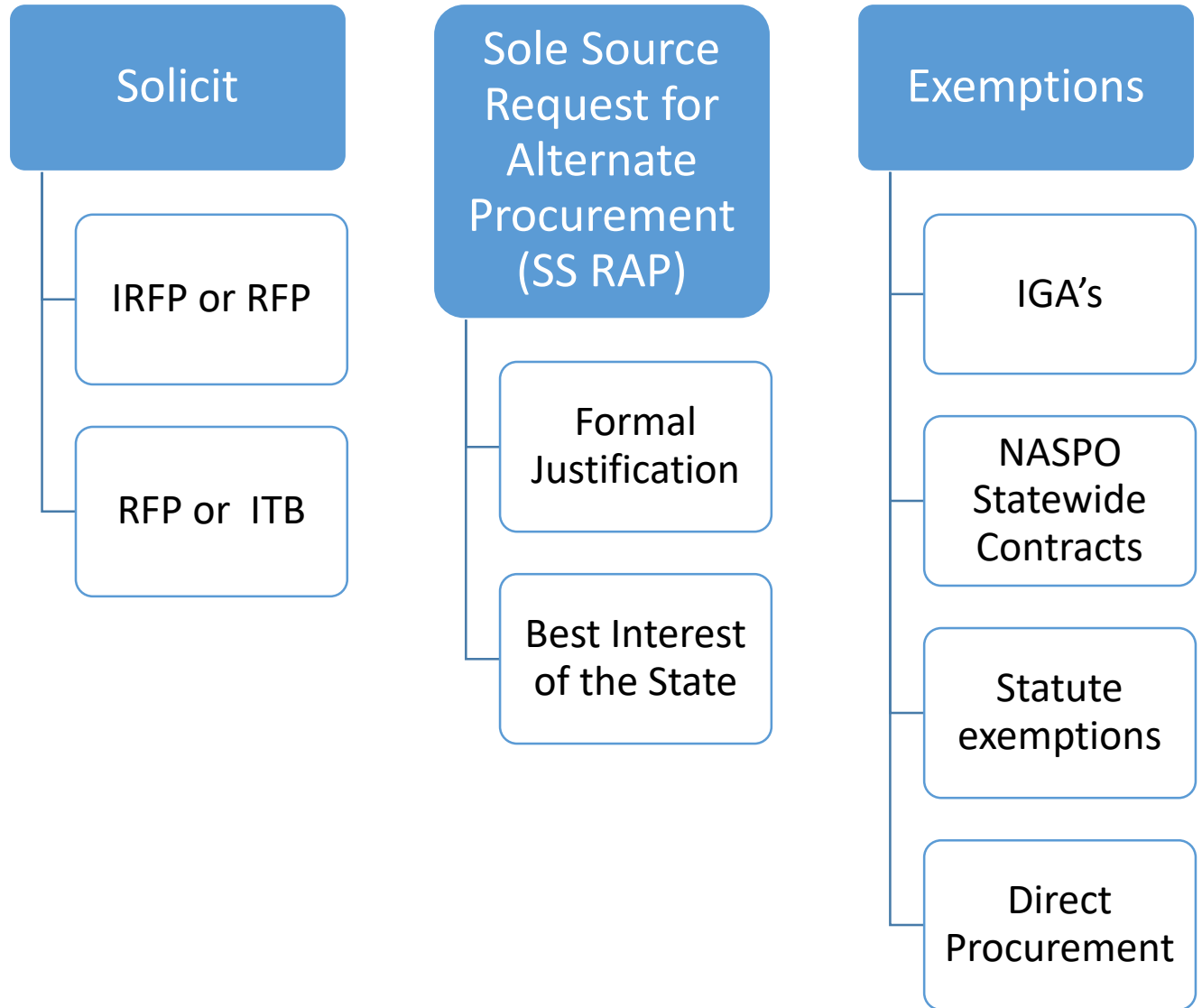
Purchase Requisition  
- for commodities -

Procurement  
Process

Step Two

**Determine  
Purchasing  
Method**

# Procurement Types



# Solicitation



- Solicitation Development



- Public Posting Period



- Evaluation – the PEC



- Notice of Award



- Protest Period



- Negotiation



- Contract Development



- Contract Execution

# Sole Source RAP

## Formal Justification

Project Team

Vendor

Why these services?

What makes them  
unique?

Why this vendor?

Can do work in  
budget/time

Best Interest of State

Procurement  
Process

Step Three

**Contracting**

# Contracting Process



- Negotiation



- Drafting Contract
  - take time to do this right! -

- Scope

- Deliverables

- Terms of Payment



- Contract Execution



Congratulations!

You have a  
contract in place.

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# Questions & Answers

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# Contract Management

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What is  
Contract  
Management?

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Holding of both  
parties accountable

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Ongoing

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Identification &  
adaptation to change

# Contract Management

**Operational Management**

**Project Manager**

Deliverables/Timeline

Identify Problems

Value of Relationship

Invoice Approvals

Renewals/Amendment

**Contract Management**

**Procurement Team**

Contract Compliance

Questions/Problems

Value of Relationship

Invoices/Encumbrance

Renewals/Amendment

When  
Problems  
Arise

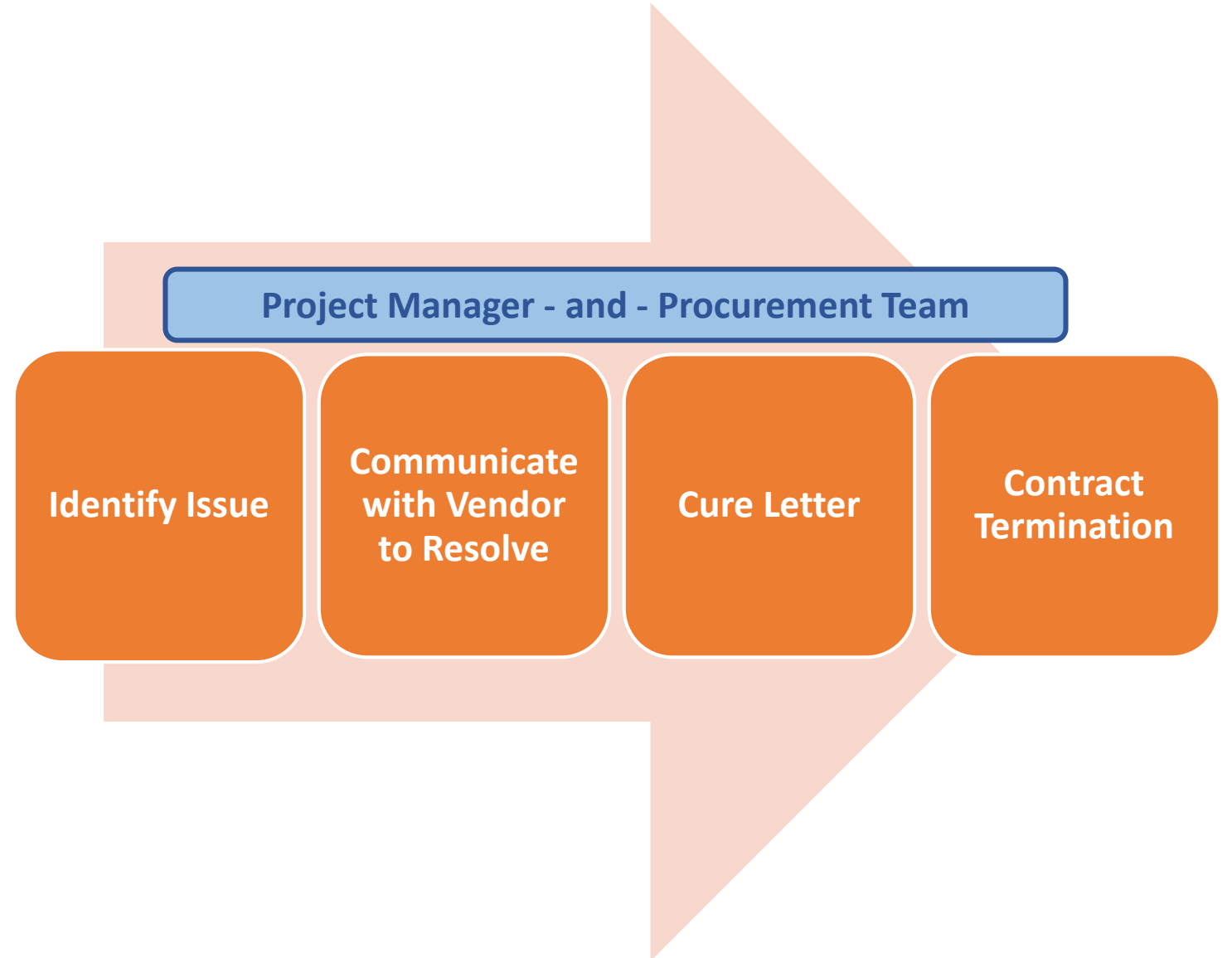
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Performance or  
Product Issues

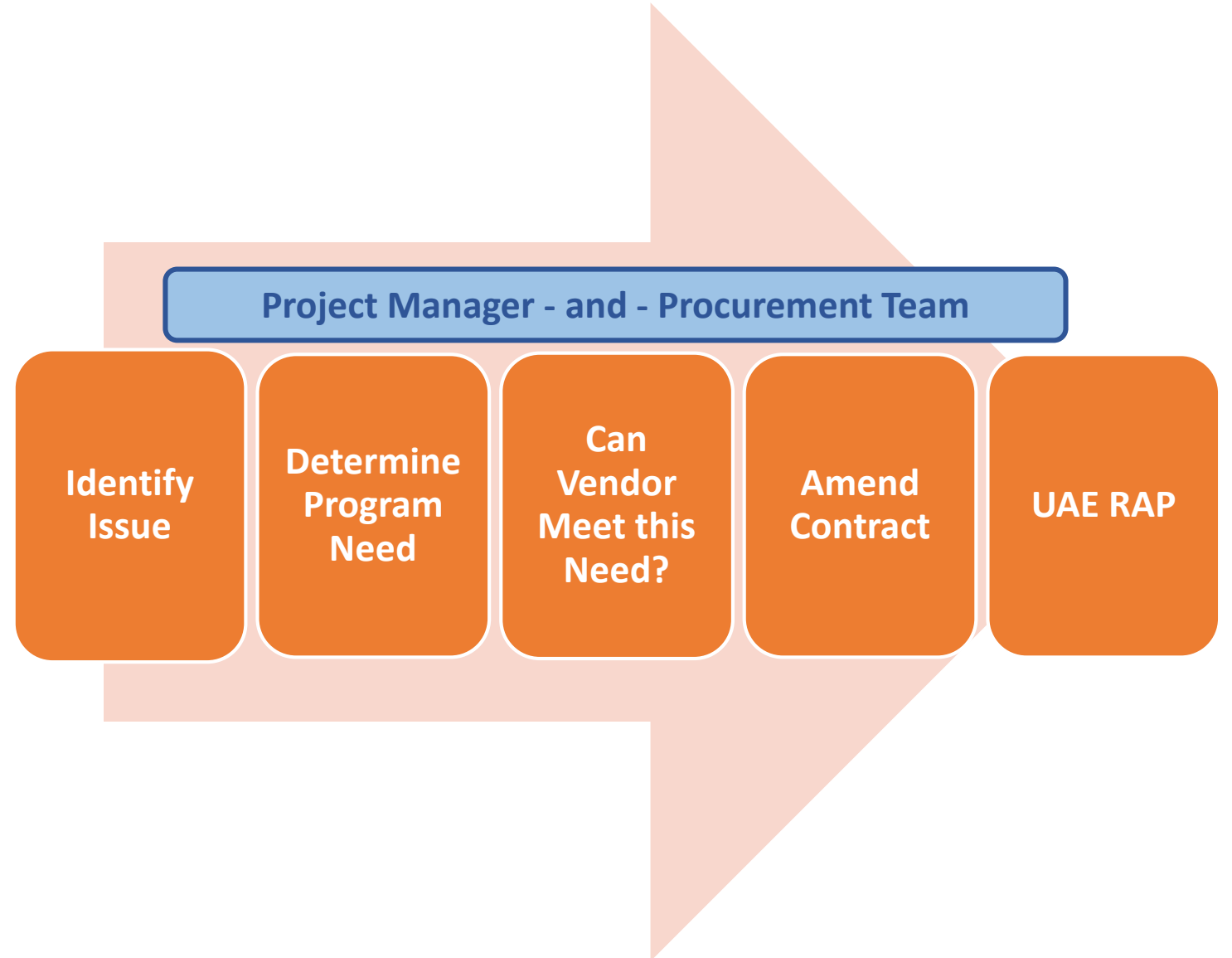
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Deliverables  
Requires Change

# Performance or Product Issues



# Deliverables Require Change





Renewals

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Program Need

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Funding Limitations

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Pilot Program

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State's Discretion

# Questions & Answers

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