

DHSS Procurement Process

Professional Services

Commodities

ASPS

(Authority to Seek Professional Services)

PR

(Purchase Requisition)

- Purchase method will be determined by Procurement Team -

Solicit

- RFP or IRFP
- Development of Solicitation
- Public Posting
- Evaluation/PEC
- Notice of Award
- Protest Period
- Negotiation
- Contract Development
- Execution

Sole Source RAP (Alternate Procurement)

- Formal Justification from Project Mgr
- Why are these the only services that will work?
- Why is this the only vendor who can do this?
- Why is this in the best interest of the State?
- Letter from Vendor

Exempt

- Intergovernmental
- AS 36.30.850 exemptions
- Direct procurement

Commodities

(RFQ, ITB, SS RAP, Exempt)

- Purchases under \$5k are delegated to division
- Any IT purchases (regardless of cost) must come through procurement
- NASPO Statewide contracts
- 'Lowest responsible and responsive bidder'

Contracting

- Negotiations – ensuring both parties verbalize their expectations and agree
- **Contract Drafting – invest time to get this right!**
 - Scope:
 - What will the contractor do, what services will be provided
 - What is the goal/outcome of the project
 - Deliverables:
 - List every deliverables you expect, and when you expect it
 - Do not assume the contractor will give you more than what is listed here
 - You should be satisfied with the contractors accomplishment of this list
 - Who will cover expenses incurred? (travel, expenses, etc)
 - List required tools or qualifications (software, reporting, credentials)
 - Term of Payment:
 - How to pay for this work? (deliverable, fee for service, monthly rate)
 - What to you require prior to payment? (reporting, data, receipts)

Commodities

Purchase (Award)

- Procurement Team will issue award
- When product arrives, notify Procurement Team
- If issue is identified, notify Procurement Team right away

Contract Management

Operational Mgmt (Project Manager/Division)

- Identify Problems
 - Performance or product issues – address in partnership with Procurement Team
 - Contract Requires Change – amendment necessary. Possibly via UAE RAP.
- Maintain and value vendor/state relationship
- Approval of invoices
- Tracking deliverables/timeline

Contract Mgmt (Procurement Team)

- Ensure compliance to terms of contract (licensure, insurance, invoicing to terms)
- Navigating questions and problems
- Amendments and/or renewals
- Documents of file
- Encumbrances and invoice payment

Contract Close

- Ensure final deliverables are complete and/or all products have been received, and all invoices are paid
- Documents of file and record retention
- Re-procurement of services? Start with an ASPS...