

# Professional Services Procurement Processes & Responsibilities

Division Program Staff Project Manager (PM)		Professional Services Procurement Team
<b>Authority to Seek Professional Services (ASPS)</b>		
<ul style="list-style-type: none"> <li>Identify need for the purchase of professional services</li> <li>Identify available funding</li> <li>Contact Procurement to discuss appropriate procurement method</li> </ul>		<ul style="list-style-type: none"> <li>Provide insight into possible advantages/pitfalls of different procurement methods. Make recommendation of procurement method.</li> <li>Ensure amount thresholds are upheld</li> </ul>
<ul style="list-style-type: none"> <li>Initiate ASPS</li> <li>Describe services, deliverables, timeframe, budget</li> <li>Route for AOM and Division Director signatures</li> <li>Submit to Procurement Team</li> </ul>		<ul style="list-style-type: none"> <li>Provide current ASPS template and guidance in its use</li> <li>Route ASPS for further signature if required</li> <li>Determine procurement method to be used</li> <li>Assign procurement to Procurement Specialist (PS)</li> </ul>
<b>Solicitation Development through Proposal Evaluation</b>		
<ul style="list-style-type: none"> <li>PM prepares scope, deliverables, minimum qualifications, scoring criteria and submits to PS</li> <li>Submit justification for RAP</li> </ul>	Prepare the solicitation documents (RFP, IRFP, RAP, etc)	<ul style="list-style-type: none"> <li>PS works with PD to prepare solicitation documents, using RFP worksheet</li> <li>Post the solicitation to IRIS VSS and the OPN</li> <li>Ensure justification for RAP exists</li> </ul>
<ul style="list-style-type: none"> <li>PM provides program input for any inquiries or protests</li> </ul>	Solicitation Period  Minimum of 10 days (IRFP) Minimum of 21 day (RFP)	<ul style="list-style-type: none"> <li>Respond to inquiries by potential proposers</li> <li>Issue amendments to solicitations online</li> <li>Receive proposals</li> <li>Evaluate proposals for minimum responsiveness &amp; technical issues</li> </ul>
<ul style="list-style-type: none"> <li>Selects Proposal Evaluation Committee (PEC)</li> <li>Notify of any possible conflicts of interest</li> <li>Evaluate proposals</li> <li>Consider how resultant contract may be strengthened/changed</li> </ul>	Proposal Evaluation Committee (PEC) Coordinate PEC	<ul style="list-style-type: none"> <li>Brief PEC members on their role and evaluation procedures</li> <li>Facilitate PEC</li> <li>Prepare Award Recommendation documents, obtain approval</li> <li>Issue Notice of Intent to Award</li> <li>10 day protest period begins</li> </ul>
<b>Contract Development through Execution</b>		
<ul style="list-style-type: none"> <li>Provide input into contract document</li> <li>Scope, deliverables and payment details</li> <li>Approve final document before routing for signature</li> </ul>	Standard Agreement and Appendices	<ul style="list-style-type: none"> <li>Develop contract document with input from solicitation and PM.</li> <li>Navigate requests for exceptions to standard contract language (Risk Mgmt or Law)</li> <li>Ensure AK business license, insurance and W-9 are received</li> <li>Route for signature: contractor, PM, DHSS authority</li> <li>Email fully executed contract to all parties and contract performance begins</li> </ul>
<b>Ongoing Contract Administration</b>		
<ul style="list-style-type: none"> <li>Identify red flags and possible issues: performance based, or contract requires change</li> <li>PM tracks receipt of deliverables and adherence to contract terms,</li> <li>Approves invoices</li> <li>Works with PS on renewals, unanticipated amendments or cure issues</li> </ul>	Maintenance / Monitoring Troubleshooting	<ul style="list-style-type: none"> <li>Establish auditable contract file</li> <li>Establish contract encumbrance</li> <li>Audit invoices against contract; processes approved invoices for payment</li> <li>Monitor contract expenditures</li> <li>Work with PM on cure issues or on unanticipated amendments</li> <li>Facilitate contract controversies</li> <li>Initiate / execute contract renewals</li> </ul>
<b>Contract Close Out</b>		