Competitive Procurement Upgrade

Purchasing Portal Process

PCS has made some upgrades to the portal process for completing a competitive procurement.
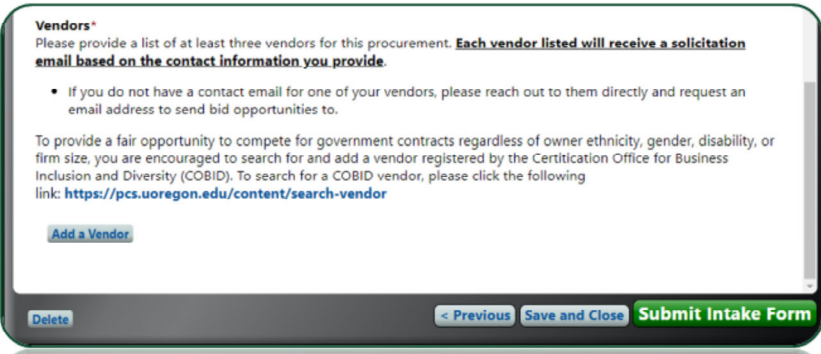
We'll go over the general portal process but mainly will be highlighting the latest upgrades to the system.

Updates to the procurement intake have been live in the system for several months but will be functioning more accurately after November 1st.

PCS will now manage the solicitation email process. You are still required to provide three vendors you wish to have the posting information sent to, but the system will be sending those emails. Accurate contact information for your vendors is imperative. If you do not have a contact email for one of your vendors, please reach out to them directly to request an email address to send bid opportunities to. Do not discuss the project.

You are encouraged to still search for a HUB (MWESB) vendor on COBID, but the University will be posting most procurement's on ORPIN, thus fulfilling the requirement. There may be specialized procurement's that will still require you to identify a HUB vendor, but PCS will inform you when that is needed.

Note: Be sure to add to the intake sheet, all the Department Contacts that will be involved with the procurement. When Department Contacts are added to the intake sheet, those individuals have better access to the matter and will be part of the conversations throughout the process. Individuals not listed can still access a portal matter as long as it is not marked 'Limited Access'.

What Happens Next?

PCS reviews & reaches out with questions
Draft is finalized & procurement gets posted
Vendors now submit proposals through portal
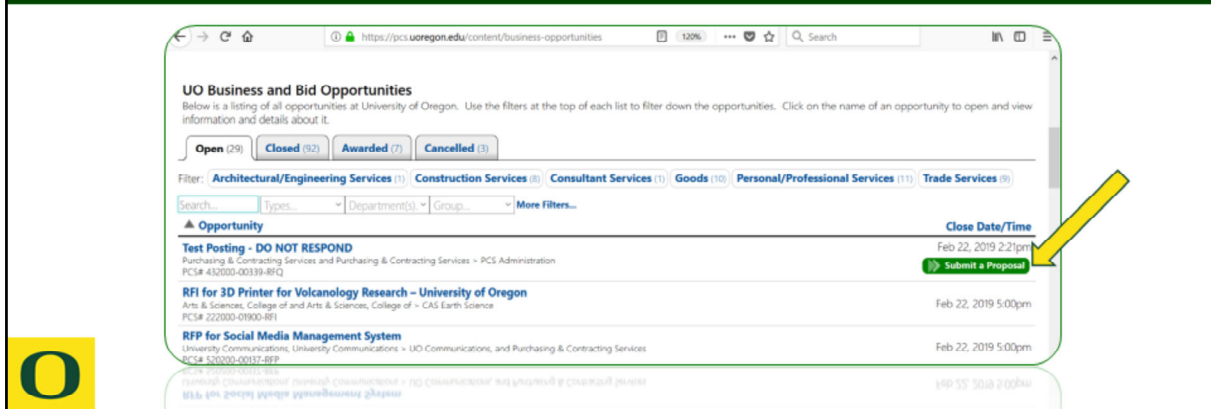
PCS will review the intake and prepare a draft posting. The primary staff assigned to the matter will reach out to the department contact if there are questions. Once the draft is finalized, the posting will go live on the Business Opportunities webpage.

Vendors will now submit all proposal documents in the portal. A button will be available on the website that will prompt them to log-in and register in the portal. Once logged in, they will be able to view all open opportunities and submit their documents electronically.
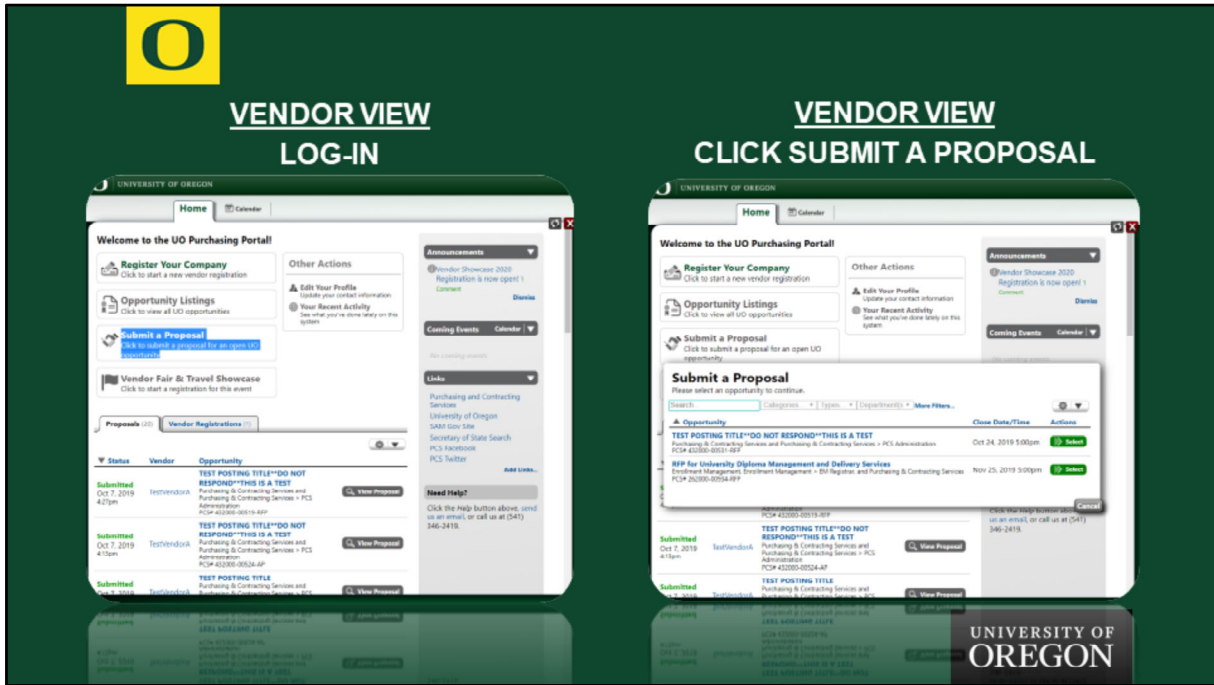
Upon log-in, the vendor will click 'Submit a Proposal'

A pop up screen will show them all open opportunities that are biddable through the portal. Athletics and Construction does not use this method for submission.
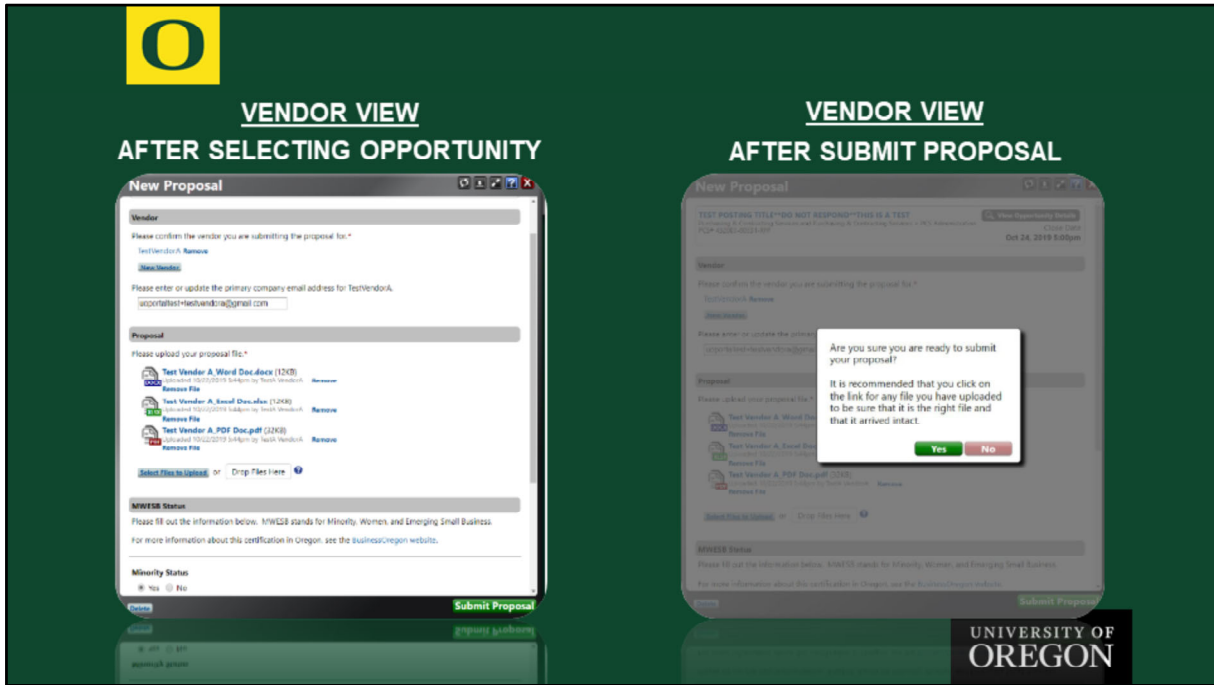
Once the vendor selects an opportunity they want to bid on, a screen pops up to verify their information and allows them to upload all their bid documents.

When the vendor clicks 'Submit Proposal', a pop up message recommends they double check all their uploaded documents.
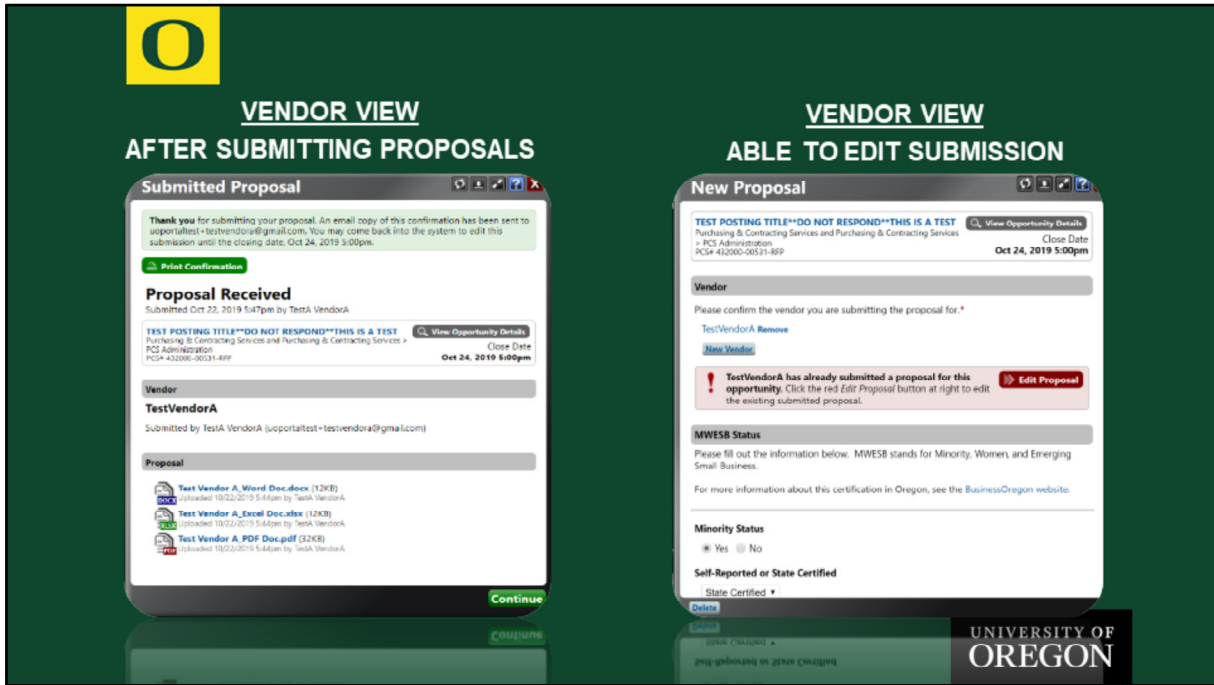
After the vendor submits their documents, a printable confirmation screen pops up. An confirmation email is also sent to the email address they confirmed on the previous screen.

Vendors have the option to come back into the portal to update their bid documents, as long as the opportunity is not closed. They will be informed their updated documents will replace their previous submission.

During Posting Time

Vendor questions go to PCS
Department alerted how many bids prior to close
This is last chance to extend

Clarifications for Proposer. For additional information or clarification of requirements contact (in accordance with the requirements set forth in Section below) the following University department:

Purchasing and Contracting Services
1600 Millrace Drive
Eugene, Oregon 97403
submit1@uoregon.edu

Please note that University will not respond directly to individual inquiries. University will not address inquiries that are unique to a specific Proposer, are non-substantive, and/or are already addressed in this RFP. University only addresses inquiries through a posted addendum when it determines the information will assist all interested parties in preparing responsive Proposals. University will not respond to oral inquiries.
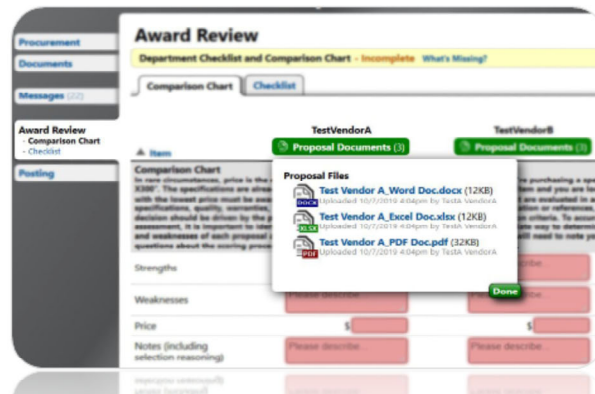
The posted document will tell vendors to send questions to PCS via email. All questions will be forwarded to each matter in the portal and PCS will determine if an addendum needs to be posted. Some questions can be answered by PCS, but PCS will forward them to the department contact if necessary. In those cases, the department contact will send answers back through the portal matter and PCS will post an addendum. PCS will send addendum notices out to the solicited vendors as well as the vendor asking the questions.

Prior to the posting closing, the portal will send an email to the department contact(s) alerting them to the number of proposals received so far. If the department wishes to extend the closing date, it imperative to call PCS as soon as possible so we have time to prepare an addendum. If a procurement closes, it cannot be reopened. It would have to be reposted for the required amount of time.

After the posting closes, PCS will prepare review documents and proposals from each vendor. The department contacts will receive an email once those are ready.

Proposal documents from the responsive vendors will be available to download directly from the portal.

Award review documents will now be completed in the portal. The type of procurement being processed determines the type of award review forms you will complete. RFQ's and AP's use a comparison chart. RFP's use a Score Sheet. There are helpful links to documents that will assist you with your scoring or comparing.

You will be able to print award review documents for the initial department review and discussion but final department recommendations must be consolidated and recorded on the appropriate forms in the portal.

Note: RFP's have the option for Competitive Range. When there is more than one proposer whose proposals have a reasonable chance of being selected for award, the Competitive Range process can be completed. This allows you to schedule vendor demos and presentations, ask specific questions, and get a better idea of who will provide the best product/service for your needs. The RFP Score Sheet has buttons to select which vendors you want in the Competitive Range. If you elect to complete the Competitive Range process, you will not be completing a department checklist until a final recommendation for award is decided. At that time, you will also be asked to re-score the vendors included in the Competitive Range.

Once your department decides which vendor(s) they want to recommend for award, the Department Checklist must be completed. There are two buttons beside each responsive vendor. You will click Award or Do Not Award for each vendor. If you choose Award, you will be asked to enter the Estimated Award Amount and click a certification box.

RFP's will require you to name all individuals on the Evaluation Committee and upload their No Conflict forms.

Once the Department Checklist is complete, a button will appear at the bottom (and top) for you to submit your award review & recommendation documents to PCS.

Award Notice & Protest Period

PCS reviews department's award recommendation & other items

Award notice emails sent to vendors from portal
Protest period tracked in portal

From: Holly Stutz (via UO Purchasing Portal)
via Holly Stutz
Sent: <Date>
To: Department Contacts
PCS has made an Award Decision: 432000-00503-RFP - TEST POSTING TITLE

Hello,

In regards to:

432000-00503-RFP - TEST POSTING TITLE

Purchasing and Contracting Services (PCS) has reviewed and approved your department's recommendation to award this Procurement to **TestVendorB**.

PCS has sent a Conditional Award notice to **TestVendorB**. PCS has also sent notice to the non-selected bidders. This has triggered the mandatory three day protest period.

Once the protest period ends, PCS will email you to ask if any protests were received by your department. If no protests are received, PCS will proceed with the contract phase of this procurement and contact you with any questions.
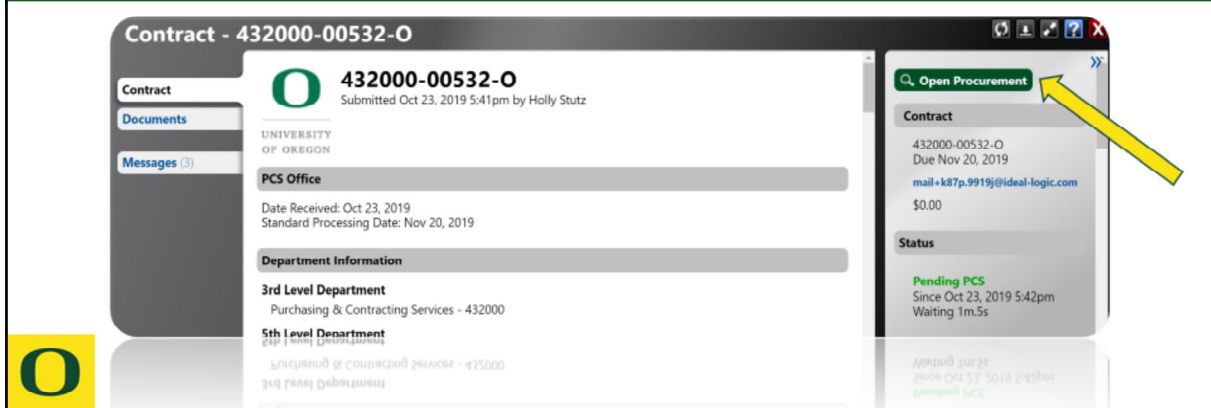
Vendor: **TestVendorB**
PCS Decision: **Do Not Award**
Department Decision: Do Not Award

After the department submits their award recommendation, PCS verifies the Comparison chart or Score Sheet match the specifications of the posted procurement. PCS will also review proposal documents and terms from the vendor, verify legal names, eligibility of award, and determine the appropriate contract type that will be completed.

Once PCS approves the department's recommendation to award or not, the portal will send an email to the Department Contacts regarding the award decision for each vendor. Award notice emails will also go out to all bidding vendors, which will start the protest period.

Once the protest period ends, PCS will verify with the department if any protests were received. If no protests were received, PCS will transition the procurement to a contract matter in the portal. The procurement is accessible with one click by using the Open Procurement button.

All correspondence related to the resulting contract should now be routed through the new matter.

Standard processing times apply.

Resources

Feedback about procurement upgrades: uop2help@uoregon.edu

PCS Webpage, **Tell me about Procurement**:
https://pcs.uoregon.edu/tell-me-about-procurement

Contact Holly Stutz with process **questions**: hss@uoregon.edu

Use **Email PCS** link for issues related to your matter:

Actions
New Revision Request
Email PCS
Print this Intake Form
Print Soft File (Non-PCS Version)
Resend Confirmation Email

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