

WHAT TO DO AFTER YOUR PROCUREMENT IS POSTED

VENDOR COMMUNICATIONS

After the procurement is posted, you may be contacted by vendors either directly or via email. Procurement policy does not permit oral communications with vendors. ***If you receive a telephone call from an interested vendor, please advise the vendor that you are unable to discuss the procurement over the phone or in person. Please direct the vendor to submit any questions in writing as set forth in the procurement documents.***

If you receive written questions from a vendor, they will generally fall into one of the following categories:

1. Sales or promotional questions where the vendor asks for a meeting to explain (sell) its product.
2. Process questions related to the procurement documents.
3. Technical questions regarding the procurement specifications and requirements.

Upon receipt of questions, ***please forward them directly to the PCS contract officer assigned to the matter.*** PCS will discuss the substance of the questions with you to determine whether they should be answered. The general rule is that questions will be answered only if they assist all vendors in preparing a responsive proposal. Questions that are peculiar to a specific vendor or addressed in the procurement documents will not be answered. If we determine that questions should be addressed, ***PCS—we will prepare and post an addendum to the RFP on our business opportunities its website addressing the questions. PCS will send you a Word template email notice to send to the vendors to alert them to the addendum. We do not directly respond to the inquiring vendor.***

RECEIPT OF PROPOSALS

Vendors are directed to send their proposals to PCS to be vetted for process compliance before sending them on to the department. In the event you directly receive any proposals, please do not open them but forward them to PCS at submit1@uoregon.edu. It is important that the University observe the closing requirements for all proposals. Accordingly, PCS needs to retain each proposal until after the closing date and time.

USE OF THE PCS PORTAL TO TRACK YOUR PROCUREMENT

Please send all correspondence through our purchasing portal for each matter you have created. It is imperative to do so to automatically alert the primary staff and maintain all correspondence and documents related to the matter in one place. If you choose to send emails directly to the primary staff, there may be a longer response time.

Each matter within the UO Purchasing Portal has a unique email address assigned to it. This means, there is more than one way to keep correspondence records within the portal.

1. When you have the matter open in the portal, look at the right side panel under the heading Contract. You will see the vendor name, the contract number, the due date, and a blue link that begins with mail+. Copy that blue link and use it as the 'Send To' address on an Outlook email.
2. When you have the matter open in the portal, look at the right side panel under the heading Actions. Click the link titled: *Email PCS*. This opens a portal email for you to send and has an option to attach documents (just like an Outlook email would).

WHAT TO DO AFTER YOUR PROCUREMENT IS POSTED

If you have any questions about that process, please contact our procurement coordinator, Holly Stutz, at 541-346-5839 or hss@uoregon.edu.

RECORD KEEPING

As the department of record for this procurement, please maintain copies of all documents, including the executed contract,

DECLARATION OF NO CONFLICT (Required for RFP's)

A Procurement Evaluation Committee Member Declaration of No Conflict of Interest (No Conflict Form) must be signed by anyone working on this RFP, including all members of the evaluation committee. The No Conflict Forms must be signed and returned to PCS **before evaluation of the proposals commence**. No Conflict forms can be found on the PCS website at <https://pcs.uoregon.edu/tell-me-about-procurement>

SELECTION OF A VENDOR AND CONTRACTING

After the committee selects a vendor, PCS will prepare a notice of award to be sent to the successful and unsuccessful vendors. After the notices are sent, vendors have a three-day protest period. If no protests are received by the department during the protest period, the matter will be transitioned to contract for further negotiations and finalization of the transaction

FOR RFQ's

HOW TO SCORE QUOTES

A Comparison Chart in the portal will be used in your evaluation. Though price is a factor, your decision must be based on **best value** rather than price alone. You must complete this table and provide your rationale for your decision.

FOR RFP's

PLANNING FOR PROPOSAL REVIEW

For most RFP's, PCS recommends a meeting with one of its contract officers prior to the commencement of the evaluation process. The purpose of the meeting is to discuss the process, inform the committee of policy issues, and develop an evaluation strategy for the particular RFP. PCS will contact you to arrange a meeting as appropriate.

HOW TO SCORE PROPOSALS AND USE THE COMPETITIVE RANGE PROCESS

There are two documents on our website that will be a reference for this process:

1. RFP Procurement Scoring
2. How to Proceed with Competitive Range

WHAT TO DO AFTER YOUR PROCUREMENT IS POSTED

The first document describes the scoring process and the best practices to be employed by the evaluation committee. The RFP includes a scoring table that identifies the criteria to be scored and how scores will be derived e.g., a point system or an adjectival system (A,B,C,D).

The second document is a discussion of the Competitive Range procedures referenced in the RFP. The Competitive Range process is available to the evaluation committee after its initial review and scoring of all proposals. If there are two or more vendors that the committee concludes have a “reasonable opportunity to win the award,” the department may down select to these vendors and eliminate the remaining vendors from consideration. The department is then permitted to further evaluate those remaining vendors by, among other things, seeking further clarification of proposals, requiring demos or presentations, and negotiating statements of work and contract terms **before the award is actually issued. PCS will assist you in this process.**

QUESTIONS

If, at any point during the procurement, you have questions about the process, please contact our procurement coordinator or the contract officer assigned to your matter.