

PCS has made some upgrades to the portal process for completing a competitive procurement.

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General Process & Changes

- Procurement Intake Changes
- What Happens Next?
 - Vendor View
- During Posting Time
- After Posting Closes
- Award Review in Portal
- Award Recommendation
- Award Notice & Protest Period
- Transition to Contract

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We'll go over the general portal process but mainly will be highlighting the latest upgrades to the system.

Pro	ocurement Ir	ntake Changes	,
	New fea PCS will send soli Be sure to provide corre	itures citation emails ct contact information	
	Vendors* Please provide a list of at least three vendors for this procure email based on the contact information you provide. • If you do not have a contact email for one of your vende email address to send bid opportunities to. To provide a fair opportunity to compete for government co firm size, you are encouraged to search for and add a vendo Inclusion and Diversity (COBID). To search for a COBID vendo link: https://pcs.uoregon.edu/content/search-vendor Add a Vendor	ement. Each vendor listed will receive a solicitation Nors, please reach out to them directly and request an Intracts regardless of owner ethnicity, gender, disability, or r registered by the Certitication Office for Business or, please click the following	
0	Vendors* Please provide a list of at least three vendors for this procure email based on the contact information you provide. • If you do not have a contact email for one of your vend email address to send bid opportunities to. To provide a fair opportunity to compete for government co first group and prevently to compete for government co first group and prevently (COBID). To search for a COBID vender link: https://pcs.uoregon.edu/content/search-vendor Add a Vendor. Delete	ement. Each vendor listed will receive a solicitation lors, please reach out to them directly and request an ntracts regardless of owner ethnicity, gender, disability, or registered by the Certification Office for Business r, please click the following Previous Save and Close Submit Intake Form Save and Close Submit Intake Form	

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'.



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.

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Vendor Fair & Travel Showcase Click to start a registration for this event		Eleka Parchasing and Contracting Services	Submit a Proposal Prase select an opportunity to continue. Search Calegories • 19	sn. * [Department]s * More Filters	
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abmitted	Services and		PCS# 432000-00524-AP Submitted Purthasing & Contractive	E Services and	

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.



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	Post	ting C	loses		
PCS preps bids/award review docs Releases to department All bids documents available in the portal					
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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 in Portal							
	Award review documents & links to resources in portal						
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Comparison Chart	eddist			Sour Seen" (Dasside) there are hold and adjoint to a set the biboling lafe, http://jcc.orespon.edu/std.mo.edu/st.procement)			
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Comparison Crain 4 In rare circumstances, price is the X300°. The specifications are airs the lowest price must be avande warrantize, service/maktheance proposal that provides UD with loads for your best value determ onteris stated in the procurement	a celly factor considered in evaluating prop- soly defined by the issue itself. If multiple is of the contract.2 Normally, there are many or availability, delivery costs, unider reputs he best value given all selection orthers. To institut. The appropriate way to determine it decorrent. Two will need to note your re- tionaries.	osale. Example: Yau're purchasing a specific its evenders provide the itsm and you are looking for ther factors that are eventuated in addition to pr ion or inference, etc.). Under these circumstance a occurately reflect the criteria used in your area best value is to reasone the steergifty and was best value is to reasone the steergifty and was esting on this other. If you have any questions	n, hypothetically let's say the 'ACME r the lowest price, then the proposal with co is a, schwiss' specifications, quality, a, the decision should be africen by the screet, it is insportant to identify the reases of each proposal against the about the screen genoesal against the about the screen genoesal against the	Mit Allen Aktiverväytet m (Kr. Nam – un – Cark Allen den Synal en Allen bei Sallen Markel (Kr. Nam – Kr. – Cark Allen den Synal en Allen bei Cava Unite Cava Unite Cava Unite Sallen (Kr. – Cark Sallen den State) Sallen (Kr. – Cark Sallen den State)	7 m X m 7 m X m 7 m X m	7 m Xm 7 m Xm 7 m Xm 7 m Xm	2 m Xm 2 m Xm 2 m Xm
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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.

Award Recommendation								
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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					
PC	S reviews department's award recommendation & other it Award notice emails sent to vendors from portal Protest period tracked in portal	ems			
	In Holly Stutz (vie UO Purchasing Portal) In Holly Stutz Sent - Chat Te: 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. Vondor: 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.

Transition to Contract					
PCS will transition procurement to a contract n Procurement matter accessible with one cli Route contract correspondence through new r	natter ick natter				
A32000-00532-0 A32000-00532-0 Submitted Oct 23, 2019 5.41pm by Holly Stutz UNIVERSITY O' OREGON PCS Office Date Received: Oct 23, 2019 Standard Processing Date: Nov 20, 2019 Department Information Ad Level Department Purchasing & Contracting Services - 432000 Sth Level Department Purchasing & Contracting Services - 432000	Contract 42200-00532-0 Due Nov 20, 2019 mil-1&77.9919j@ideal-logic.com \$0.00 Status Pending PCS Since Oct 23, 2019 5:42pm Waiting 1m:5s				
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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.

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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

