

SPO-105 Competitive Sealed Proposals Method of Procurement Module 3 Transcript

| Slide # | Audio |
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| M3_1. | Aloha! This is Module 3, the final module, for the <i>SPO 105 Competitive Sealed Proposals Method of Procurement</i> training course. Click the NEXT button to get started. |
| M3_2. | This course provides general navigation functions. Use the Topics menu to jump to a specific topic in this course. Use the arrow buttons to play, pause, replay, or move backward and forward within a section. Use the Glossary menu to familiarize yourself with definitions and acronyms. Use the References menu to access the documents and websites referenced in this course. Use the Transcript menu to view the audio narration transcript. |
| M3_3. | In this module, you will learn how to: <ul style="list-style-type: none"> • Explain the evaluation process; • Define the award process; and • Explain the debriefing process. |
| M3_4. | For Module 3 of this course, you will learn about the process for reviewing and evaluating proposals. Then, you'll learn about the award process and how to debrief offerors when using the Competitive Sealed Proposals method. Click the NEXT button to get started. |
| M3_5. | Competitive Sealed Proposals Evaluation Process – Learn what goes into the Competitive Sealed Proposals evaluation process. |
| M3_6. | You may recall from Module 1 that the evaluation committee participates in the development of a request for proposals, or RFP, by bringing expertise to help: <ul style="list-style-type: none"> • Write the statement of work, or SOW; • Define important specifications; and • Develop the proposal evaluation criteria. <p>After proposals are received, it's the responsibility of each committee member to individually score the proposals using only the established evaluation criteria to complete the score sheets.</p> <p>Each committee member reviews the mandatory criteria indicated on the score sheet and rejects proposals that do not meet those requirements, if stipulated in the solicitation.</p> <p>Each member awards points based on how offerors responded to the evaluation factor.</p> |
| M3_7. | Click each step to learn how the evaluation committee handles the proposals it receives in preparation for individual evaluation. |
| M3_8. | The first step is to verify that each proposal was received by the due date and time indicated in the RFP. The committee also verifies that each proposal was submitted in the required format. For example, if your RFP stated that all proposals must be submitted via the electronic procurement system, then all proposals received outside the system would be returned, unopened, to the offeror and not be considered for award. |
| M3_9. | The second step is to open the verified proposals. Because the proposals are not opened publicly, at least two officials must be present. |
| M3_10. | The fourth step is to maintain a proposal register, logging information for each proposal that was submitted. This register should include any proposal that did not pass the previous validation steps. For each proposal, the register should include: <ul style="list-style-type: none"> • The name of the offeror; • The number of modifications received (if any); and |

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| | <ul style="list-style-type: none"> • A description of the goods, services, or construction offered. <p>Also, you may want to indicate which proposals were deemed non-responsive.</p> |
| M3_11. | <p>The third step is to verify that all mandatory requirements are met for each proposal.</p> <p>When an offeror does not meet any of the mandatory minimum requirements, the proposal will be deemed non-responsive. The proposal will be rejected and not considered for award.</p> <p>The RFP should explicitly spell out that failure to meet mandatory minimum requirements will result in rejection of the proposal and not be considered for award.</p> |
| M3_12. | <p>Each evaluation committee member must receive a copy of all proposals.</p> <p>These copies along with a score or evaluation sheet are used by the members to allocate their scores.</p> <p>Proposals and evaluation sheets must be kept confidential.</p> |
| M3_13. | <p>When evaluations begin, each committee member will review the same proposals to complete his or her score sheet.</p> <p>Each committee member will individually score a proposal, using only the established evaluation criteria, and provide comments to explain how each score was determined.</p> <p>This process may take some time due to the complexity of the proposal.</p> |
| M3_14. | <p>After all proposals have been evaluated, the committee members may want to convene as a group to discuss the scoring of each proposal.</p> <p>When there are differences in the scores for a specific criterion, committee members may want to explain why they felt one proposal should score higher or lower than another for the same criterion. These types of discussions lead to the best possible understanding of the procurement's needs and available solutions.</p> |
| M3_15. | <p>When cost is one of the criteria for evaluation, the proposal with the lowest price must receive the highest score allocated to that criterion.</p> <p>Then, each proposal that has a higher price will have a score calculated based on that lowest price.</p> <p>To calculate the score for a proposal with a higher price, multiply the lowest price by the maximum number of points possible for the criterion and divide it by the price of the proposal being scored.</p> <ul style="list-style-type: none"> • For example, let's say Proposal A had the lowest price at \$50,000. • The maximum number of points for this criterion is 20; so, Proposal A would receive 20 points. • For all proposals that have higher prices, you would calculate the number of points they receive using the formula. How many points do you think Proposal B should have? • To find out, you would multiply the lowest price (\$50,000) by the total number of points (20) and then divide that number by the higher proposal price (\$54,000). For this example, Proposal B should receive 18.5 points. |
| M3_16. | <p>After each criterion is scored and verified, the committee chair calculates the final scores for each proposal using the method determined when the RFP was first developed and composes a summary of the scores.</p> <p>Click the boxes to learn about each method.</p> |
| M3_17. | <p>Each proposal's final score could be determined by taking the average of the scores for each area.</p> <p>Using the Averages method, the total points awarded for a proposal from all evaluators are added to come up with a grand total. That number is then divided by the number of evaluators.</p> |

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| | <p>This method is not as precise, which could make ranking more difficult if several proposals have the same average score.</p> |
| M3_18. | <p>Another option often used is to tally the score for each proposal to come up with a grand total.</p> <p>When scoring is close, this method is more accurate and could assist in the ranking.</p> |
| M3_19. | <p><i>[male voice]</i> After the evaluations are finished, be sure to place all score sheets in the contract file.</p> |
| M3_20. | <p>Sometimes, committee members will have questions that need to be clarified by offerors.</p> <p>Click each step in the flow chart to learn what the evaluation committee does when discussions are needed.</p> |
| M3_21. | <p>If there is a need to hold discussions, after the proposals are initially scored, the evaluation committee must develop a priority list.</p> <p>The evaluation committee classifies each proposal as Acceptable, Potentially Acceptable, or Unacceptable.</p> |
| M3_22. | <p>Acceptable and Potentially Acceptable proposals are eligible to be on the Priority List.</p> <p>The evaluation committee may include all of these proposals on the Priority List or limit the list to the three highest-ranked proposals.</p> |
| M3_23. | <p>The evaluation committee holds discussions with priority-listed offerors to obtain proposal clarifications and promote understanding of the RFP requirements.</p> <p>A list of questions may be sent to each offeror prior to the meetings so they are prepared.</p> <p>The committee uses the comments from the proposal score sheets as a basis for the discussion.</p> <p>Everything discussed during the meeting is captured in writing and documented in the file.</p> <p>The RFP may be amended, if needed.</p> |
| M3_24. | <p>An addendum to an RFP must be issued to priority-listed offerors calling for a Best and Final Offer (or BAFO).</p> <p>The amendment must include the due date and time the BAFOs are due, as well as a statement whether the offeror can submit just the revisions or a whole new proposal is required.</p> <p>Priority-listed offerors should also be informed that, unless they withdraw their proposal or a BAFO, their immediate previous response will be taken as their BAFO.</p> |
| M3_25. | <p>BAFOs should be conducted only once, unless the CPO, HOPA, or designee determines, in writing, that additional discussions are in the best interest of the State.</p> <p>The evaluation committee members score the BAFOs using the evaluation score sheets.</p> <p>Scores are recalculated based on the offerors' responses to the BAFO and the summary of all proposal scores is updated.</p> |
| M3_26. | <p>The evaluation committee makes an award recommendation to the Procurement Officer based on the proposal with the highest score.</p> |
| M3_27. | <p><i>[male voice]</i> Let's see if you recall at what point in the procurement process proposals are opened.</p> |
| M3_28. | <p>An award may be made to the single offeror if the procurement officer determines, in writing, that the price submitted is fair and reasonable, other offerors had reasonable opportunity to respond, or there is not sufficient time to resolicit.</p> |
| M3_29. | <p>When only one proposal is received, there are several reasons it may be rejected, such as:</p> <ul style="list-style-type: none"> • The price is not fair and reasonable; |

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| | <ul style="list-style-type: none"> • Prospective offerors did not have reasonable opportunity to respond; or • There is time to conduct a new solicitation. <p>If the offer is rejected, you may choose to solicit a new RFP.</p> |
| M3_30. | <p><i>[male voice]</i> Let's say I receive a single offer to replace the windows in our facilities, and the offeror wants \$120,000. That seems high, but there are no other offers for a price comparison. What can I do?</p> <p><i>[female voice]</i> If, to the best of your ability, you are sure that the price is fair and reasonable and you would like to award the contract to that sole offeror, you would need to fill out form <i>SPO-055, Memorandum for Record, Price Reasonableness Determination</i>.</p> <p><i>[male voice]</i> What does that do?</p> <p><i>[female voice]</i> It allows you to provide a justification of why you believe the price is fair and reasonable. This can be used by your procurement officer to approve the award to the sole offeror.</p> |
| M3_31. | <p>If you determine that the price of the sole offer is too high and the offer is rejected, you may want to think about your other options.</p> <p>You may resolicit or cancel the procurement.</p> <p>You could also consider an alternative method, which may include negotiation with the sole offeror first, and if that fails, then with any contractor or vendor.</p> <p>The procurement officer must determine in writing that the need continues and there is either no time to resolicit or that resoliciting would be futile.</p> |
| M3_32. | <p><i>[male voice]</i> What if I don't receive any proposals or there are no responsible offerors? What are my options?</p> <p><i>[female voice]</i> You could cancel your solicitation or try a different procurement method.</p> <p><i>[male voice]</i> I'd rather not cancel it. I've put a lot of time and effort into this RFP.</p> <p><i>[female voice]</i> If you don't want to consider another procurement method, you should review the information in your RFP to see what changes can be made to make the RFP more desirable for offerors. You should also do more market research to determine if your specifications are still valid and there are sufficient vendors that can do the work. But, before you invest the time and effort, be sure you will still have enough time before the goods, services, or construction are needed. Then, verify there really is marketplace competition, and weigh the benefits of a second round of proposal preparation, solicitation, and evaluation to ensure it's worth the effort.</p> |
| M3_33. | <p>Let's see if you recall the order of these evaluation process steps.</p> <p>Use the drop-down arrows to place these steps in the correct order.</p> |
| M3_34. | <p>Awards and Debriefing – Learn what goes into the award and debriefing process.</p> |
| M3_35. | <p>The procurement officer awards the contract to the responsive, responsible, technically acceptable offeror with the highest score.</p> <p>The award is issued in writing and posted within seven calendar days of award on the Hawaii Awards and Notices Data System. Then, the contract is prepared and executed with the successful offeror.</p> |
| M3_36. | <p><i>[male voice]</i> It's imperative that your contract file contain all documentation related to the solicitation, including information about the evaluation and award. This information can be critical when protests or other issues arise.</p> |

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| M3_37. | <p>Let's take a minute to learn some of the items that should be included in the contract file.</p> <p>Click each box to see one of the items.</p> <ul style="list-style-type: none"> • Register of Submitted Proposals • List of Vendors Who Received a Copy of the RFP • Name of Selected Offeror and Final Price • Basis of the Award (Scored Criteria) • RFP Copy • Copy of the Selected Offeror's Proposal • Copy of Each Non-Selected Offerors' Proposals • Copy of Executed Contract Resulting from the RFP |
| M3_38. | <p>Within three working days after posting the award of the contract, non-selected offerors may submit a written request for a debriefing to learn about the selection decision and contract award.</p> <p>The procurement officer or designee tries to hold a debriefing, either individually or combined with other offerors, within seven working days of the request.</p> <p>A protest may be filed within five working days after the debriefing.</p> |
| M3_39. | <p>In preparation for the debriefing, it is recommended you compile the following information for the offerors being debriefed:</p> <ul style="list-style-type: none"> • A copy of the offeror's proposal scores; • A breakdown of the offeror's scores by criteria; and • An abstract summary of all proposals. |
| M3_40. | <p>Debriefings are conducted by the procurement officer or designee.</p> <p>During this, time only the proposal scores of the offeror are discussed.</p> <p>The focus should be on identifying weaknesses or deficiencies in specific areas that lead to the score.</p> <p>Keep in mind that a debriefing is only to discuss the offeror's proposals and not a direct comparison to the other proposals.</p> <p>The score sheets, along with committee member written comments will aid in the discussion.</p> |
| M3_41. | <p>Protests will happen after the notice of award or after a debriefing is completed.</p> <ul style="list-style-type: none"> • Any actual or prospective bidder, offeror, or contractor must submit their protests in writing to the CPO or designee, specified in the RFP, within five working days after the date that award was posted or the debriefing was held. • When a protest is filed, you cannot take any further action on the procurement until the protest is resolved. <p>Be sure to follow the regulations set forth in HRS 103D-701, HRS 103D-709, HRS 103D-710, and HAR 3-126, Legal and Contractual Remedies, as well as all procurement circulars regarding the protest of an award.</p> <p>If you have any questions related to the solicitation, award, or protest process, reach out to the State Procurement Office, or SPO, for assistance. They are there to help.</p> |
| M3_42. | <p>After the award is made and the contract documents executed, the contract administrator has several responsibilities, including but not limited to:</p> <ul style="list-style-type: none"> • Verifying the goods, services, or construction are received satisfactorily. • Verifying the goods, services, or construction meet the specifications outlined in the RFP and subsequent contract. |

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| | <ul style="list-style-type: none"> • Verifying that invoices received are in compliance with the proposed prices. • Documenting any discrepancies and taking appropriate action. |
| M3_43. | For transparency purposes, all documents relating to the solicitation and contract that are not marked “confidential” or “proprietary” are considered public information and, therefore, may be released to anyone requesting it through the Office of Information Practices process. |
| M3_44. | Let’s see if you know what an offeror should do for this situation. |
| M3_45. | Let’s take a look at some references and contact information you may want to use when using the Competitive Sealed Proposals method. |
| M3_46. | We’ve covered a lot of information in this course. To help you remember some of the most important parts of the Competitive Sealed Proposals method of procurement, we’ve created a quick reference guide that you can save and print. To access the guide, click the References menu in the top right corner of this module. |
| M3_47. | The SPO website contains a lot of reference material pertaining to the Competitive Sealed Proposals method of procurement. You can find hyperlinks to these references in the quick reference guide attached to this course. |
| M3_48. | The SPO website also provides mandatory and recommended on-demand training for your department’s procurement personnel. To view the available training, navigate to the SPO website, select “Training for State & County Personnel,” and then select “SPO Training.” |
| M3_49. | Let’s take a minute to review some key points from this module. |
| M3_50. | In this module, you were presented with information to help you navigate the Competitive Sealed Proposals method of procurement. You should now be able to: <ul style="list-style-type: none"> • Explain the evaluation process; • Define the award process; and • Explain the debriefing process. |
| M3_51. | This concludes the SPO 105 Competitive Sealed Proposals Method of Procurement training course. To receive credit for this course, you are required to take an assessment and pass with a score of 100 percent. |
| M3_52. | N/A |
| M3_53. | N/A |
| M3_54. | N/A |
| M3_55. | N/A |
| M3_56. | N/A |
| M3_57. | N/A |
| M3_58. | N/A |
| M3_59. | N/A |
| M3_60. | N/A |
| M3_61. | N/A |
| M3_62. | N/A |
| M3_63. | N/A |
| M3_64. | N/A |
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| M3_66. | N/A |
| M3_67. | N/A |
| M3_68. | <p>Congratulations! You’ve completed the SPO 105 Competitive Sealed Proposals Method of Procurement training course.</p> <p>We appreciate feedback and request that you fill out a short survey to let us know how we did.</p> <p>Mahalo!</p> |

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