

06-08. Standard Procurement Processes

Internal Policies and Procedures of the Utah State Board of Education
Policy # 06-08
Subject: Standard Procurement Processes
Effective Date: 1/19/2018
Revision Dates:
Purpose: To outline the standard procurement processes available for USBE to utilize.
Policy: All procurements must follow one of the following standard procurement processes. All standard procurement processes must be completed by Purchasing, prior to vendor selection, vendor engagement, commencement of work, or the creation of an obligation of funds on behalf of USBE.
References: Utah Code Annotated, Title 63G Chapter 6a, Utah Procurement Code; Utah Administrative Code Title R33; Utah Administrative Code Title R277-122

Procedures:

06-08.1. Small Purchases of Procurement Items other than Professional Services

- The small purchase threshold established for USBE is \$3,500 aggregate.
- Purchases under the small purchase threshold can be purchased directly from any source, and are not required to go out for a competitive process; however, it is recommended that all small purchases obtain quotes whenever practicable.
- USBE may spend no more than \$50,000 in a fiscal year with an individual vendor using the small purchase rule.
 - This method cannot be used for ongoing services.
 - A procurement may not be divided to fit within an established threshold.
- The expected processing timeframe for small purchases is 1-2 weeks from receipt of a completed and approved Purchasing Requisition Form (PRF) to an order placed with the vendor.

06-08.2. Small Purchase of Professional Service Providers and Consultants

- The small purchase of professional service providers and consultants process (the professional service rule) requires that the vendor must have an elevated degree of specialized knowledge and discretion.
 - These types of services include: accounting, architecture, construction design and management, engineering, financial services, information technology, the law, medicine, psychiatry, underwriting, and teaching services.
- For procurements under \$3,500, the requesting section shall provide USBE Purchasing (purchasing@schools.utah.gov) the selected individual or vendor for direct negotiation,

the vendor's qualifications, the scope of work, a written justification as to why the vendor is qualified to perform the scope of work, and the completed and approved PRF prior to any work being performed or obligations incurred.

- For procurements between \$3,500 and \$100,000, the requesting section shall provide USBE Purchasing (purchasing@schools.utah.gov) a completed and approved PRF, a scope of work, names and contact information for at least three qualified vendors, including a statement justifying how each vendor is qualified for the scope of work.
 - If the section cannot provide the three qualified vendors or determine if a vendor is qualified, Purchasing may seek qualifications from vendors or post the event as a request for statement of qualifications on the e-procurement system seeking vendor responses.
- The purchasing agent assigned shall send each listed vendor the scope of work and request the vendor to submit qualifications and a statement of its ability to meet the scope of work, including a quote for the project.
- The purchasing agent shall send each vendor's response to the requesting section to review and determine which vendor provides the best value, considering the qualifications and the cost. The section shall document how they arrived at their best value determination.
- USBE shall make an award to the vendor that can meet the scope of work and provides the best value to USBE.
- The expected processing timeframe for small purchase of professional service providers and consultants is 1-2 weeks from receipt of a completed and approved Purchasing Requisition Form (PRF) to an order or agreement in place with the vendor.

06-08.3. Request for Quote (RFQ)

- All procurements that exceed the small purchase threshold, but are under \$50,000 may utilize the request for quote process.
- The requesting section shall provide the minimum specifications required for the procurement, and at least two vendors to the Purchasing Department to request quotes.
- Purchasing will obtain a minimum of two competitive quotes based on the submitted minimum specifications and shall purchase the procurement item from the vendor that provides the lowest quote and meets the minimum specifications.
- The purchasing agent conducting the request for quote shall create a record of the names of the vendors offering quotes, the quote amount, and the date of the request for quote.
- The expected processing timeframe for quotes is 1-2 weeks from receipt of a completed and approved Purchasing Requisition Form (PRF) to an order placed with the vendor.

06-08.4. Approved Vendor Lists (AVL) Secondary Steps

- USBE may use any identified secondary step in the AVL instructions to award a scope of work. A scope of work awarded from an approved vendor list may not exceed one year.
- USBE may not award a scope of work to a vendor on an approved vendor list for a

procurement item that is outside the scope of the general description of the procurement item contained in the request for statement of qualifications.

Creating an Approved Vendor List:

- USBE may establish and maintain its own approved vendor lists.
- USBE may not establish an approved vendor list unless it has first completed a request for statement of qualifications process described in Utah Code Sections 63G-6a-410 and 507 and Utah Administrative Code R33-4-101- R33-5-204.
- If a USBE Section would like to create an approved vendor list, the requesting section shall provide USBE Purchasing (purchasing@schools.utah.gov) a list of minimum qualifications a vendor must have and technical criteria that can be used to evaluate vendors' qualifications.
- The requesting section shall also determine if the approved vendor list will be an opened or closed approved vendor list.
 - A closed approved vendor list expires no later than 18 months after the publication of the close-ended approved vendor list.
 - An open-ended approved vendor list requires vendors, in order to remain on the approved vendor list, to submit an updated statement of qualifications for evaluation no later than 18 months after the vendor was added to the approved vendor list.
- The assigned purchasing agent publicly posts the request for statement of qualifications for a minimum of seven days.
- The purchasing agent works with the requesting section to create an evaluation team to evaluate the vendors' responses.
- The purchasing agent schedules a kick off evaluation meeting to discuss the roles and duties of those on the evaluation team.
- After the kick off meeting the purchasing agent provides the evaluation team the vendor responses to independently evaluate.
- The purchasing agent schedules a final evaluation meeting where the evaluation team shall meet to finalize their evaluation scores.
 - All vendors that meet the evaluation threshold shall be deemed qualified and added to the approved vendor list.
 - All vendors that do not meet the minimum requirements or do not meet the evaluation score threshold shall be rejected.
- The purchasing agent will provide notification to all vendors of rejection.
- The expected processing timeframe for the creation of an approved vendor list is 4-6 weeks from receipt of a completed and approved Purchasing Requisition Form (PRF) to master agreements in place with the vendors.

06-08.5. Invitation for Bids (IFB)

- An Invitations For Bids (IFB) process is appropriate to use when cost is the major factor in determining the award of a procurement.
 - Contract terms and conditions may not be negotiated through an IFB process.

- The IFB process shall be performed in accordance with Utah Code Title 63G Chapter 6a Part 6, and Utah Administrative Rule R33-6.
- An IFB shall state the period for which bids are accepted, describe how and where the bid should be submitted, and include a description of the procurement items sought, objective criteria that will be used to evaluate the bids, and required contractual terms and conditions.
- An IFB may be awarded to multiple vendors or use multiple stages to narrow the vendors eligible for award.
- The requesting section shall provide USBE Purchasing (purchasing@schools.utah.gov) a description of the procurement items sought and objective criteria to be used to evaluate the bids.
- The designated purchasing agent publicly posts the IFB for a minimum of seven days.
- After the bidding time has closed, the purchasing agent collects all bids and arranges a meeting to evaluate the received bids.
- The expected processing timeframe for an invitation for bids is 4-6 weeks from receipt of a completed and approved Purchasing Requisition Form (PRF) to contract in place with the vendors.

06-08.6. Request for Proposals (RFP)

- The Requests for proposals (RFP) process is appropriate to use in selecting a proposal that provides the best value or is the most advantageous to USBE when terms and conditions may be negotiated, cost is not the most important factor, or factors other than cost are highly significant in making a selection.
- An RFP shall include:
 - the time period that proposals will be accepted;
 - how and where proposals are submitted;
 - a scope of work;
 - description of criteria to be used to evaluate proposals and the weights that will be given to each;
 - terms and conditions;
 - description of each stage of the evaluation;
 - any score thresholds, and
 - a statement that best and final offers may be allowed.
- The standard RFP process is conducted in multiple stages, including: minimum mandatory requirement stage, technical criteria stage, and cost evaluation stage.
 - The standard RFP process may be modified based on the needs of USBE for individual procurements, in accordance with Utah Code Title 63G, Chapter 6a, Part 7.
- The requesting section shall provide USBE Purchasing (purchasing@schools.utah.gov):
 - a description of the procurement items sought or scope of work;
 - mandatory minimum requirements that a vendor must have in order to be considered for an award; and
 - technical criteria that can be used to evaluate proposals.

- The requesting section shall put together an evaluation team that consists of at least three evaluators with a general familiarity or basic understanding of the technical requirements of the procurement or the need the procurement is intended to address.
- For the standard RFP process, the designated purchasing agent works with the requesting section to put together the RFP, and post the RFP for a minimum of seven days.
- After the time to respond to the RFP has closed, the purchasing agent collects all proposals and schedules an evaluation kick off meeting.
 - The purchasing agent conducts the evaluation kick off meeting, reviews the code, rules, and policies governing the evaluation process, and confirms that members of the evaluation team do not have a conflict of interest.
- After the kick off meeting, the designated purchasing agent provides all responsive proposals to the evaluation team.
 - Evaluation team members shall evaluate proposals independently.
 - After sufficient time to adequately evaluate the proposals, the evaluation team shall meet to finalize the evaluation.
- The designated purchasing agent conducts the final evaluation meeting, records the scores, and determines which vendors, based on the evaluators' scores, have met the score threshold to move forward to the next or final cost stage.
- The designated purchasing agent will open cost and allocate cost points based on the criteria in the RFP.
- The designated purchasing agent awards a contract as provided in the RFP.
- The expected processing timeframe for a request for proposals is 3-6 months from receipt of a completed and approved Purchasing Requisition Form (PRF) to contract in place with the vendors.