

2014 BRINGING ADMINISTRATORS TOGETHER CONFERENCE

Purchasing - How To Get Your RFP or Bid Out Faster

April 1, 2014, 11:30 AM – 12:30 PM

UIC UNIVERSITY OF ILLINOIS
AT CHICAGO

UIC

Lincoln Hall

707 South Morgan Street

Workshop Presenter(s)

- Heather Haberaecker
Executive Assistant Vice President for Business
and Finance/Chief Business Officer
- Kevin Fair
Interim Director of Purchasing
- Arlene Shorter
Interim Assistant Director of Purchasing

Please ...

- Turn off cell phones.
- Avoid side conversations.
- Sign the attendance roster.
- Complete the evaluation at the end of the workshop.

Workshop Objectives

Understanding the Formal RFP/Bid Process

Understanding Current State Review Requirements and Timelines

Proposed Changes in the Department Scope of Work to Get RFP's/Bids Out Faster

What to Expect from Purchasing if Effective Scope of Work is Received

Understanding the Formal RFP/Bid Process

- Process that is used is mandated by the Chief Procurement Officer (CPO) for Higher Education, including the format of RFP's, bids and sole source requests
- Proposed RFP's and bids are now reviewed by the State Procurement Officer (SPO) prior to being posted on the Higher Education Bulletin in order to prevent the need to rebid because the SPO does not agree with some aspect of the solicitation.
- The SPO reviews and approves each award above the bid limit prior to the award being posted on the bulletin. He may request additional information or clarification prior to approving the award. On rare occasions, the SPO can require that the solicitation be cancelled and rebid.
- The Procurement Policy Board also has the right to review and/or approve the award posting.
- All of these additional steps take time.



Ideal Current Procurement Timelines

Type	Est. Solicitation Time**	SPO / CPO	PPB	Standard Contract	3 rd Party Contract
Sole Source	1-2 Months	N/A	30 Days	2-4 Weeks	1-3 Months
RFP	2-6 Months	15-30 Days	30 Days	2-4 Weeks	1-3 Months
Sealed Bid	1-3 Months	15-30 Days	30 Days	2-4 Weeks	1-3 Months
Small Purchase	1-2 Weeks	N/A	N/A	1-2 Weeks	1-3 Months

**** Add two months for those items requiring BOT approval (\$1 mil. or more in a FY)**

BOT – Board of Trustees

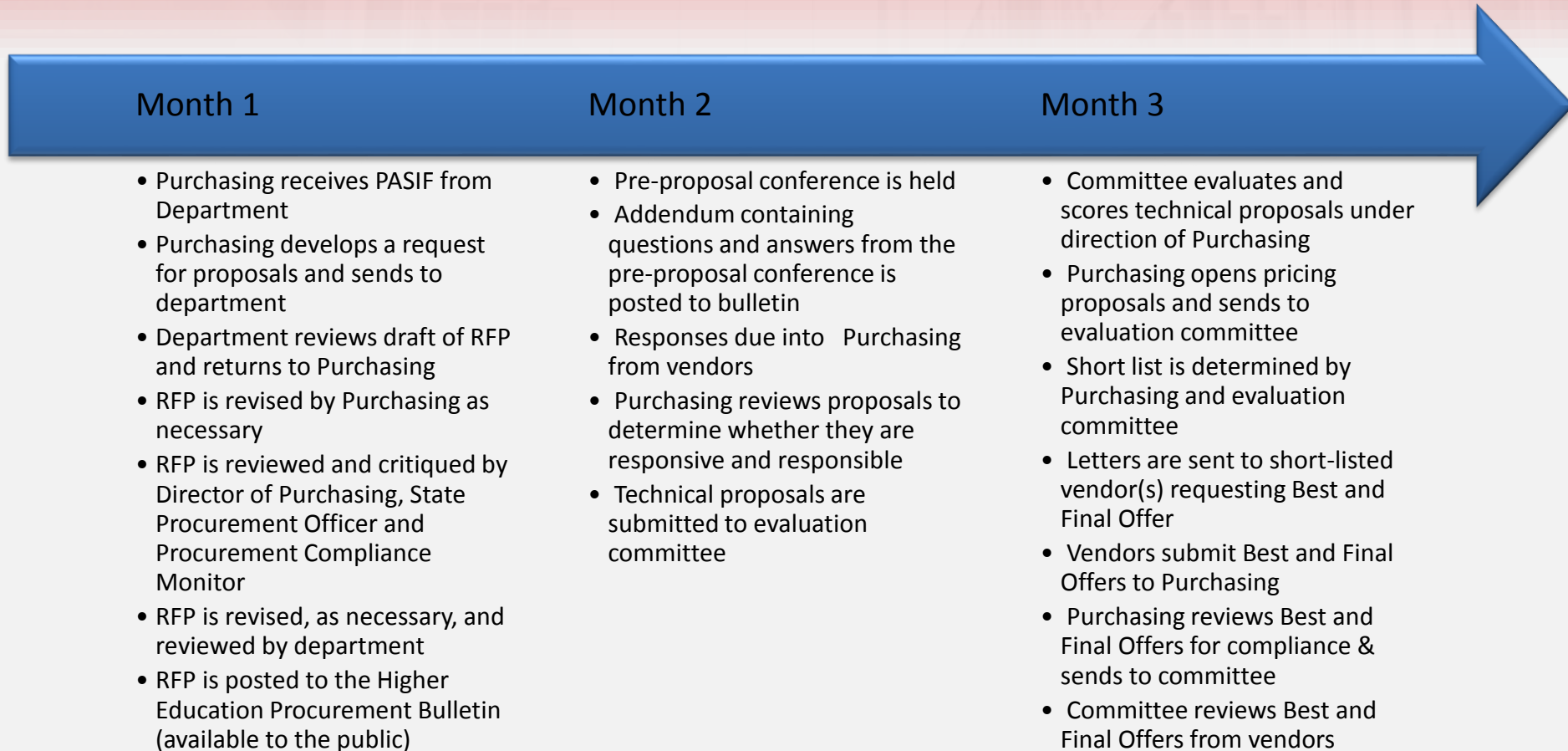
SPO – State Purchasing Officer

CPO – Chief Procurement Officer for Higher Education

PPB – Procurement Policy Board

Small Purchase Limits - \$20K – P&A Services, \$55.4K – Commodities & General Services

Sample Ideal Current RFP Process Timeline



Sample Ideal Current RFP Process Timeline (cont.)

Month 4

- Committee sends award recommendation memo and ECARF to Purchasing
- Purchasing prepares BoT purchase recommendation and required back-up
- Purchase recommendation is submitted to EAVP for review (Published at the end of prior month)
- Recommendation presented at the Agenda Review Meeting

Month 5

- Recommendation presented at the Audit, Budget, Finance and Facilities Committee Meeting
- Recommendation is presented to BOT for approval
- Purchasing concludes contract negotiation
- Purchasing prepares award to be posted post on procurement bulletin
- Bulletin posting is reviewed and critiqued by State Procurement Officer and Procurement Compliance Monitor

Month 6

- Bulletin posting is reviewed and critiqued by the PPB
- Bulletin posting is waived by PPB.
- Contract is submitted to Legal for Chief Legal Counsel's signature
- Contract is routed for President's signature

Month 7

- Contract is routed for Comptroller's signature
- Fully executed contract is sent to department

Proposed Changes in Department Scope of Work to Get RFP's/Bids Out Faster

- Need to develop a better partnership between individual departments and Purchasing in order to get RFP's/bids out faster and receive better pricing
- The process needs to start with better and more detailed information from departments. We are considering:
 - Requiring that departments complete a Scope of Work Request for all goods and services above the bid limit and attach it to your iBuy requisition
 - Placing special emphasis on receiving very detailed information on goods to be received or services to be performed, including expected reports to be received as a part of the award. Providing more information to vendors upfront in the RFP/bid process should yield better pricing and lead to fewer problems between vendors/departments once awards are made
 - Issuing more sealed bids than RFP's in the future with the requirement that each vendor demonstrate that they can meet certain minimum standards of performance prior to issuing the award based exclusively on price
 - Providing examples of good Scopes of Work for Professional and Artistic Services or Supplies and General Services to guide departments in the preparation of the Scope of Work

Proposed Changes in Department Scope of Work to Get RFP's/Bids Out Faster

- Considering having Purchasing return insufficiently detailed Scopes of Work to departments and have them start the entire process over by submitting a new iBuy requisition and Scope of Work
 - Understand that this will delay the process for the individual department but it is more fair to departments who have provided sufficiently detailed Scopes of Work and need to get their RFP's/bids out
- The proposed Department Scope of Work document and process will be reviewed in detail with the OBFS Advisory Committee and also vetted in a BMG meeting
- The earliest the new process would become effective is August 1, 2014

What to Expect from Purchasing if an Effective Scope of Work is Received

- Purchasing will be expected to meet, if not exceed, the timeframes noted earlier in the presentation, especially for RFP's.
- iBuy presents you with an opportunity to measure whether Purchasing is meeting the established Purchasing timeframes. We will teach you how to look this up and to determine which purchasing staff has been assigned your RFP/bid.
- The EAVP and Director of Purchasing will measure individual purchasing staff performance against the established benchmarks. They will also look at revising the established benchmarks to make them more aggressive.
- In summary, the proposed changes are designed to lead to more effective purchasing processes for both our customers and purchasing staff.

Questions?