

ITEM D



Authority's Procurement Process

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Procurement's Role at the Authority

- The Authority Procurement Department is committed to a competitive procurement process and ensures that its contracting actions adhere to published Authority policies, sound contracting methods, and the highest standards of integrity and ethical conduct.
- Our **Mission** is to provide the Authority with quality and cost-effective products and services at a fair, competitive price in a timely manner.



Procurement Overview

- Manage the solicitation and contract award process in a legal, ethical and transparent manner
- Provide research on resources, trends, labels, product and service options
- Negotiate contracts and price agreements
- Provide outreach to the small and local business community in collaboration with the Small Business Development Department
- Manage shipping, receiving distribution and warehouse operations
- Manage the Procurement Card (P-Card) program



Policy 5.01 Summary: Materials, Supplies, & Equipment

Value of Materials, etc.	Policy Requirement
Less than \$5,000	Market Price. Procurement will seek competition from businesses, when practical.
Between \$5,000 and \$100,000	Informal Competition – Procurement secures competitive bids, which is typically accomplished by publishing the solicitation on our website/vendor management system for open competition.
Over \$100,000	Formal Competition – Procurement advertises in a newspaper and publishes the solicitation on our website/vendor management system. Sealed bids are publicly opened.



Policy 5.01 Summary: Services & Consulting Agreements

Value of Service	Policy Requirement
\$50,000 or less	Informal Competition – potential candidates are selected and evaluated by the department contract owner. (A summary memorandum is submitted to Procurement which includes a rationale for the selection method and recommendation.)
Between \$50,001 and \$100,000	Informal Competition – Procurement secures competitive proposals, which is typically accomplished by publishing the solicitation on our website/vendor management system for open competition.
Over \$100,000	Formal Competition – Procurement advertises in a newspaper, publishes the solicitation on our website/vendor management system and facilitates; a pre-submittal meeting, the evaluation process, and interviews.



Policy 5.02 Summary: Contracts for Public Projects

Value of Public Project	Policy Requirement
\$25,000 or Less	Informal contract negotiations or Facilities Management solicits quotes utilizing the pre-qualified Ready Service Contractors.
Over \$25,000 but less than or equal to \$100,000	Informal Competition – Procurement secures competitive bids by publishing the solicitation on our website/vendor management system or Facilities Management solicits quotes utilizing the pre-qualified Ready Service Contractors.
Over \$100,000	Formal Competition – Plans and specifications are adopted by the Board. Procurement advertises in a newspaper and publishes the solicitation website/vendor management system. Sealed bids are publically opened.



Solicitation Methods

- Request for Bid (RFB)
 - Used for materials, equipment and construction. Can also be used for well-defined non-professional services.
- Request for Qualifications (RFQ)
 - Used for architects, engineers and design-build contracts. Also used to establish a pre-qualified list of respondents for ready service on-call agreements and as part of a two-step procurement process in addition to RFBs and RFPs.
- Request for Proposals (RFP)
 - Used for professional and non-professional services.



Highlights from the Authority's Contracting Webpage

- Vendor Registration
- Contract Solicitations
- Standard Terms and Conditions
- Safety and Security Instructions for Contractors
- W-9 Form
- Links to
 - Small Business Development
 - The Green Build
 - Concessions



BidsOnLine

Web-based Vendor Management System

Vendors can:

- Register and maintain profiles as a new or existing vendor
- Receive automatic email notifications for selected contract opportunities based on product and service categories
- Download solicitation documents and receive addendum notifications as a bid participant
- Search for all types of requests, addenda, planholders lists and bid results



BidsOnLine

Web-based Vendor Management System

The Airport Authority can:

- Maintain a vendor database accessible to all Airport Authority departments
- Provide a centralized location to post contract solicitations
- Easily notify vendors of contract opportunities
- Manage and track solicitation documents
- Conduct electronic solicitations using a secure online submittal of process
- Better track project specific outreach efforts



Ethics

- All Authority employees are required to adhere to the standards of ethics set forth in Authority Code Article 2 – Ethics.
- Employees and invited experts involved with the procurement process must be independent and impartial.
 - A conflict of interest form is signed by each panel member involved in an RFQ or RFP process.
- It is our fiduciary responsibility to maintain the public trust by adhering to professional and ethical standards of conduct.



Roles and Responsibilities

	Procurement Analyst	General Counsel	Contract Owner	Evaluation Panel
Solicitation Terms and Conditions		X		
Written Instructions incl. in the solicitation		X		
Definitions		X	X	
Evaluation Criteria (RFQ & RFP)			X	
Scope of Work (defined or undefined)			X	
Selection of the Evaluation Panel (RFQ & RFP)			X	
Timeline	X		X	X
Advertising/Posting Solicitation	X			
Questions/Answers	X		X	
Distribution of Information to Vendors	X			
Evaluation Ranking (RFQ & RFP)				X
Recording Evaluation Summary and Matrix	X			
Negotiations (Top Ranked/Recommended Respondent – RFP Only)	X	X	X	
Contract Terms and Conditions		X		
Contract Scope of Work and Compensation		X	X	
Contract Execution	X			
Contract Administration			X	



Evaluation Process

Prior to the Evaluation process – panel members are provided instructions regarding the following:

- Anticipated time commitment
- Overview of the evaluation process
- Discussion of the evaluation criteria
- Proper professional and ethical conduct during the Procurement process

Each panel member is required to sign an “Acknowledgement of the Authority Conflict of Interest Statement” which specifically addresses the panelists’ adherence to all Authority standards of conduct related to their role in the Procurement process as part of the evaluation committee.



Formal and Informal Ranking of Submissions

- Formal and Informal submissions are reviewed by Procurement for completeness and then distributed to panel members.
- The panel members evaluate the technical aspects of each submission against the evaluation criteria in the solicitation. If applicable, Procurement substantiates the fee/compensation.
- The panel meets to discuss the submissions and finalize the evaluation by consensus. Procurement staff records the final evaluation memorandum and the matrix agreed to by the entire panel.



Interview Process and Final Ranking

- An interview process and final ranking is required under Policy 5.01 as part of the Formal RFQ and RFP Process.
- Questions relating to the evaluation criteria specified in the solicitation are discussed and agreed upon by the panel members.
- All Vendors invited to interview are given the same agenda, time allotment and are asked the same series of questions.
- Upon completion of the interview process, the panel meets to finalize the evaluation by consensus. Procurement staff records the final evaluation memorandum and the matrix agreed to by the entire panel in determining the top ranking Vendor recommended for an award.



Conclusion...

All respondents are provided the same instructions, guidelines and information related to any contract opportunity with the Authority.

All respondents are evaluated consistently on the criteria specified in the solicitation documents.

RFQ and RFP recommendations reflect the decision of the panel after the completion of the competitive procurement process.

It is the standard practice of the Authority to enter into negotiations with the top ranking respondent (RFP only) after a recommendation has been determined.