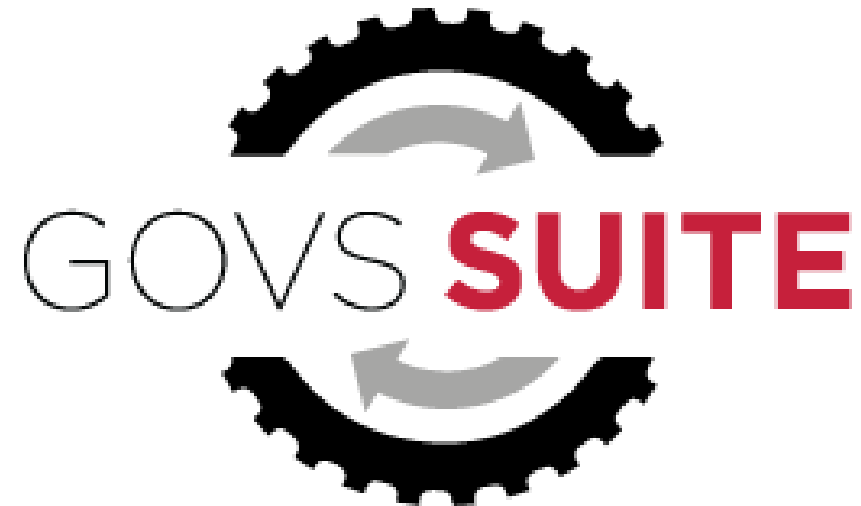


NEGOTIATIONS/BIDS

The Govs Suite Project



Introductions

Pat Walton, Director



Beth Workman, Procurement Specialist

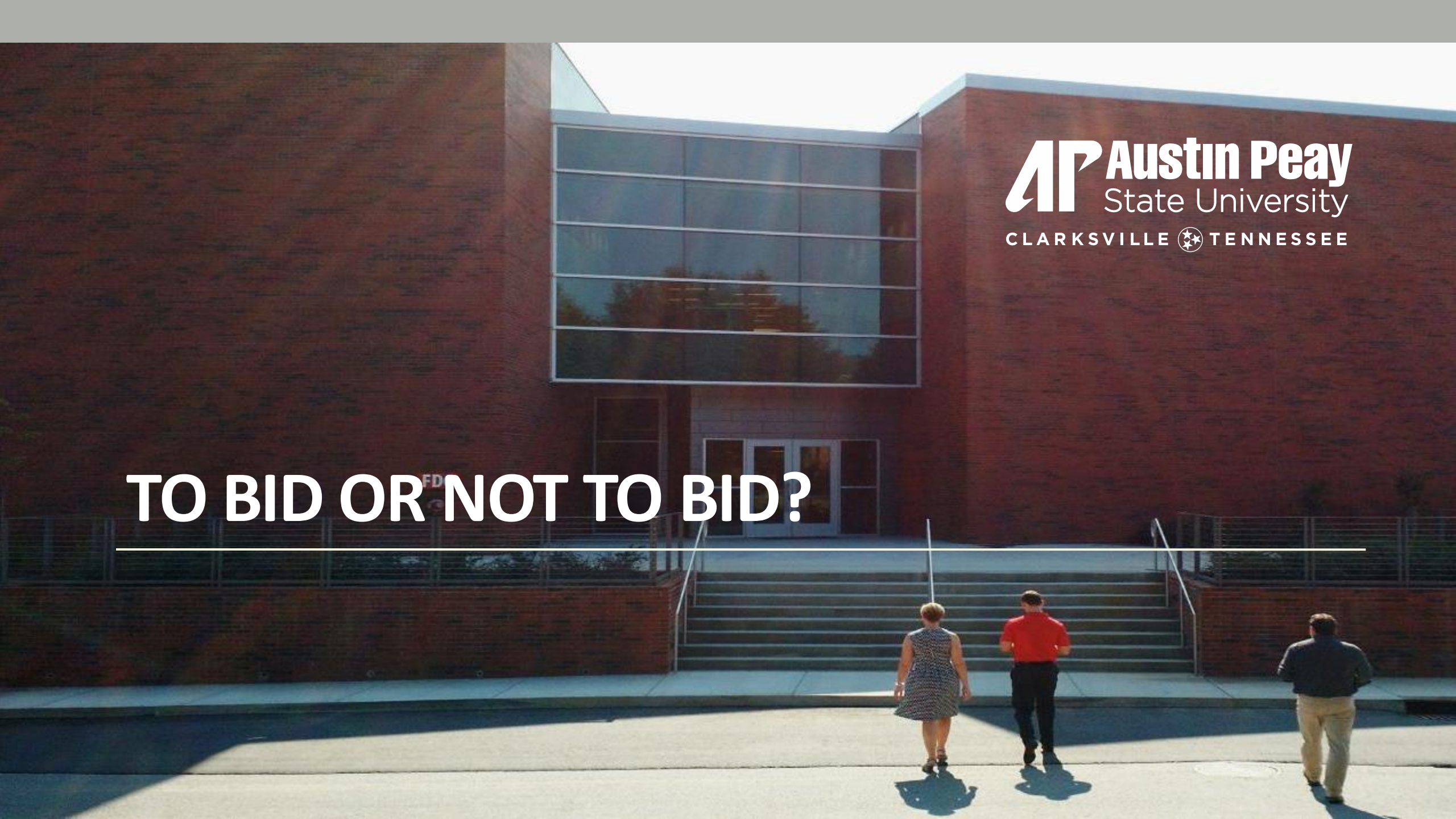


Overview of Topics

- To bid or not to bid?
- Submitting a Request for Bid
- Final Steps
- Questions



TO BID OR NOT TO BID?



TO BID OR NOT TO BID?

- When should I submit a bid request?
- Consider these questions:
 - Is it a one-time purchase \$50k+?
 - Is it a multi-year purchase totaling \$50k+ over five years?
 - Are you using grant funds for a purchase \$10k+?
- These questions also apply to contracts that generate revenue with the same amounts.
- If you answered yes to any of the above:
 - Our office will help you find a purchasing vehicle option where the bidding process is already done and that other schools can use.

TO BID OR NOT TO BID?

- Examples of purchasing vehicles:
 - Statewide Wide Contracts (SWC) – [State of Tennessee Contracts](#)
 - [Cooperatives](#) such as OMINA, Sourcewell, BuyBoard
 - Other State's Contracts that were bid out by a Public Lead Agency (PLA).
 - What is a PLA?
 - Governmental body or organization established to carry out public functions or serve the public interest. This includes federal, state, and local governments, as well as various departments, agencies, boards, and commissions within those governments.
- No Purchasing Vehicle available?
 - You will start the process to request our office to conduct a bid.

TO BID OR NOT TO BID?

- Possible Sole Source?
- Criteria to be ruled as a sole source:
 - Whether the vendor possesses exclusive or predominant capabilities or the item or service contains features providing a superior utility not obtainable from similar vendors;
 - Whether the product or service is unique and available from only one source;
 - Whether the program requirements can be modified so that competitively procured goods or services may be used;
 - Whether items must be interchangeable or compatible with in-place items;
 - Whether or not it is in the State's best interests to conduct a pilot program for a defined period of time; or
 - Whether the economics, technical aspects, or other facts and circumstances of the procurement in question make the use of a sole source procurement method a more prudent choice than a competitive procurement method.
- The above is located in the [Procurement and Contract Services Manual Section 5.2.5.](#)

TO BID OR NOT TO BID?

- To request a sole source procurement, you will need to complete a non-competitive form. This form must be signed and dated by the department or budget head. Additionally, you need a letter from the vendor confirming their exclusivity; this letter must be signed, dated, and printed on the company's letterhead.
- Once you have both documents, please email to me and our office will review them and will either approve the request as a sole source or decline it.
- In the case of a decline, a competitive procurement process will need to be initiated through our office via Govs Tech.

SUBMITTING A REQUEST TO BID

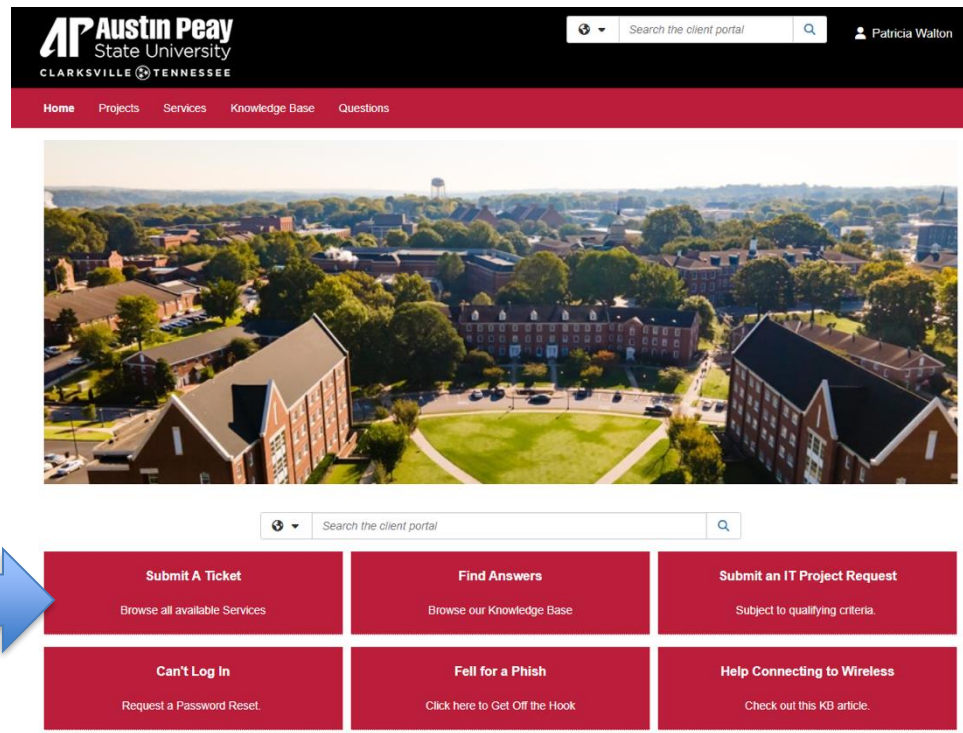


Submitting a Request to Bid

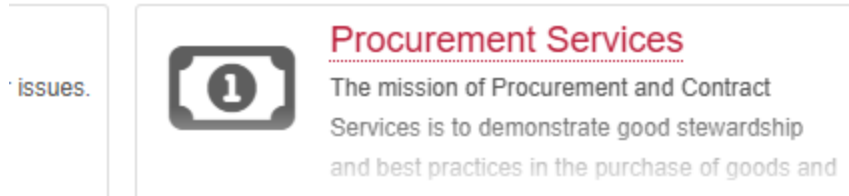
- What is a “Request for Proposals (RFP)?
 - Request for Proposal (RFP): This process allows the department to evaluate the proposers and score them based on their technical approach, presentations, and cost or revenue proposals.
 - The RFP process generally takes 4 to 6 months.
- What is an Invitation to Bid (ITB)?
 - Invitation to Bid (ITB): The bid awarded to the proposer with the lowest cost.
 - The ITB process generally takes 4 to 6 weeks.

Submitting a Request to Bid

- Govs Tech:
 - Request for Proposals
 - Invitation to Bid



Submitting a Request to Bid



- Navigate to the “Procurement Services” tab
- Click on either “Invitation to Bid (ITB) Questionnaire” or “Request for Proposal (RFP) Questionnaire:

[Invitation to Bid \(ITB\) Questionnaire](#)

Do you need to complete the Invitation to Bid (ITB) Questionnaire?

[Membership/Tax Exempt Card Request](#)

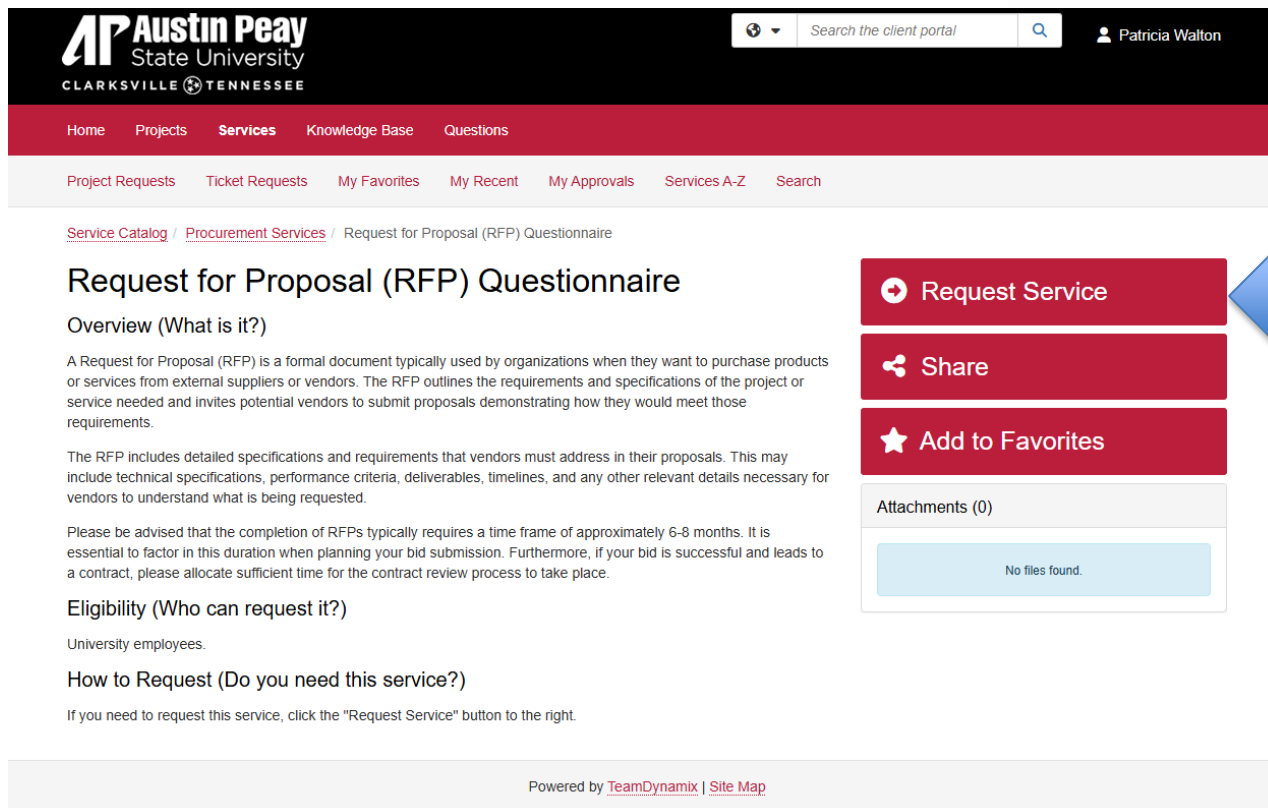
To request the use of the Sam's Club, Home Depot or Lowes Credit Cards and B

[Request for Proposal \(RFP\) Questionnaire](#)

Do you need to submit a Request for Proposal (RFP)?

Submitting a Request to Bid

Let's walk through the [RFP process](#).



The screenshot displays the Austin Peay State University client portal. The header includes the university logo, a search bar with the text "Search the client portal", and a user profile for Patricia Walton. The main navigation bar lists "Home", "Projects", "Services", "Knowledge Base", and "Questions". Below this, a secondary navigation bar includes "Project Requests", "Ticket Requests", "My Favorites", "My Recent", "My Approvals", "Services A-Z", and "Search".

The main content area shows the "Request for Proposal (RFP) Questionnaire" page. The breadcrumb trail is "Service Catalog / Procurement Services / Request for Proposal (RFP) Questionnaire". The page title is "Request for Proposal (RFP) Questionnaire".

Overview (What is it?)

A Request for Proposal (RFP) is a formal document typically used by organizations when they want to purchase products or services from external suppliers or vendors. The RFP outlines the requirements and specifications of the project or service needed and invites potential vendors to submit proposals demonstrating how they would meet those requirements.

The RFP includes detailed specifications and requirements that vendors must address in their proposals. This may include technical specifications, performance criteria, deliverables, timelines, and any other relevant details necessary for vendors to understand what is being requested.

Please be advised that the completion of RFPs typically requires a time frame of approximately 6-8 months. It is essential to factor in this duration when planning your bid submission. Furthermore, if your bid is successful and leads to a contract, please allocate sufficient time for the contract review process to take place.

Eligibility (Who can request it?)

University employees.

How to Request (Do you need this service?)

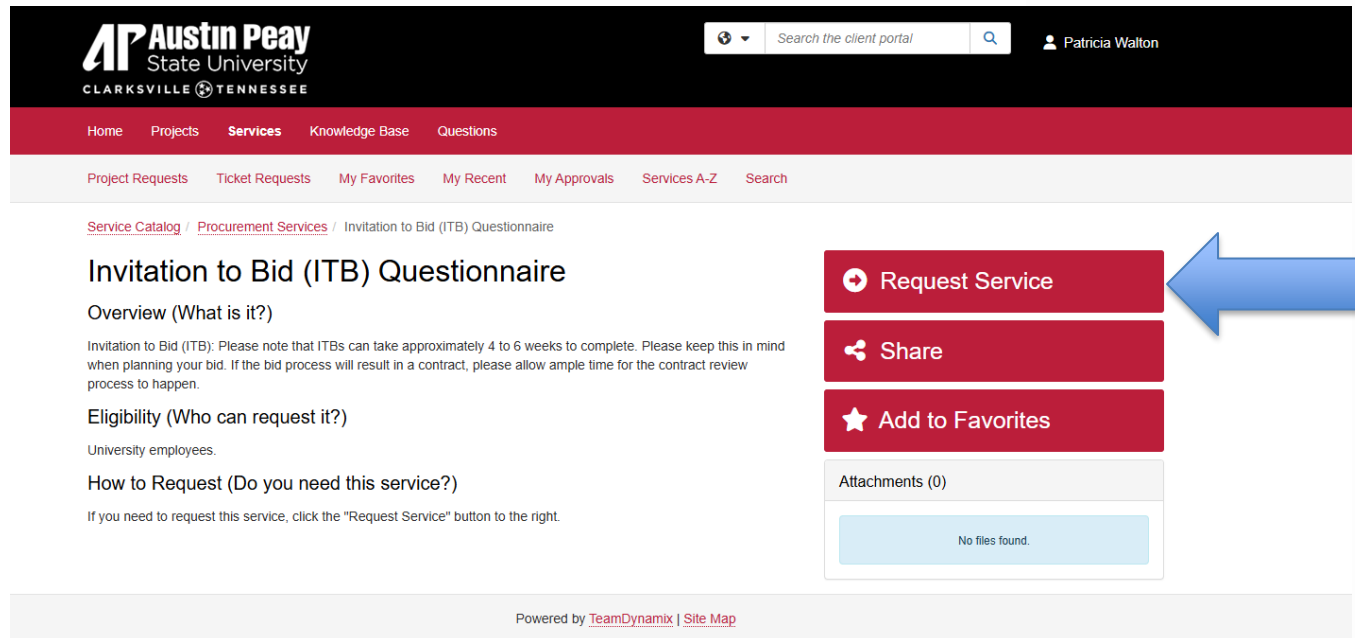
If you need to request this service, click the "Request Service" button to the right.

On the right side of the page, there is a sidebar with three red buttons: "Request Service", "Share", and "Add to Favorites". A blue arrow points to the "Request Service" button. Below these buttons is an "Attachments (0)" section with a light blue box stating "No files found."

At the bottom of the page, it says "Powered by TeamDynamix | Site Map".

Submitting a Request to Bid

Let's walk through the [ITB process](#).



The screenshot displays the Austin Peay State University client portal. The header includes the university logo, a search bar, and the user name Patricia Walton. The main navigation bar lists Home, Projects, Services, Knowledge Base, and Questions. Below this, a secondary navigation bar includes Project Requests, Ticket Requests, My Favorites, My Recent, My Approvals, Services A-Z, and Search. The main content area shows the 'Invitation to Bid (ITB) Questionnaire' page. On the right side of this page, there are three red buttons: 'Request Service', 'Share', and 'Add to Favorites'. A large blue arrow points to the 'Request Service' button. Below these buttons is an 'Attachments (0)' section with a light blue box indicating 'No files found.' The footer of the page states 'Powered by TeamDynamix | Site Map'.

AP Austin Peay
State University
CLARKSVILLE TENNESSEE

Search the client portal Patricia Walton

Home Projects **Services** Knowledge Base Questions

Project Requests Ticket Requests My Favorites My Recent My Approvals Services A-Z Search

[Service Catalog](#) / [Procurement Services](#) / Invitation to Bid (ITB) Questionnaire

Invitation to Bid (ITB) Questionnaire

Overview (What is it?)

Invitation to Bid (ITB): Please note that ITBs can take approximately 4 to 6 weeks to complete. Please keep this in mind when planning your bid. If the bid process will result in a contract, please allow ample time for the contract review process to happen.

Eligibility (Who can request it?)

University employees.

How to Request (Do you need this service?)

If you need to request this service, click the "Request Service" button to the right.

Request Service

Share

Add to Favorites

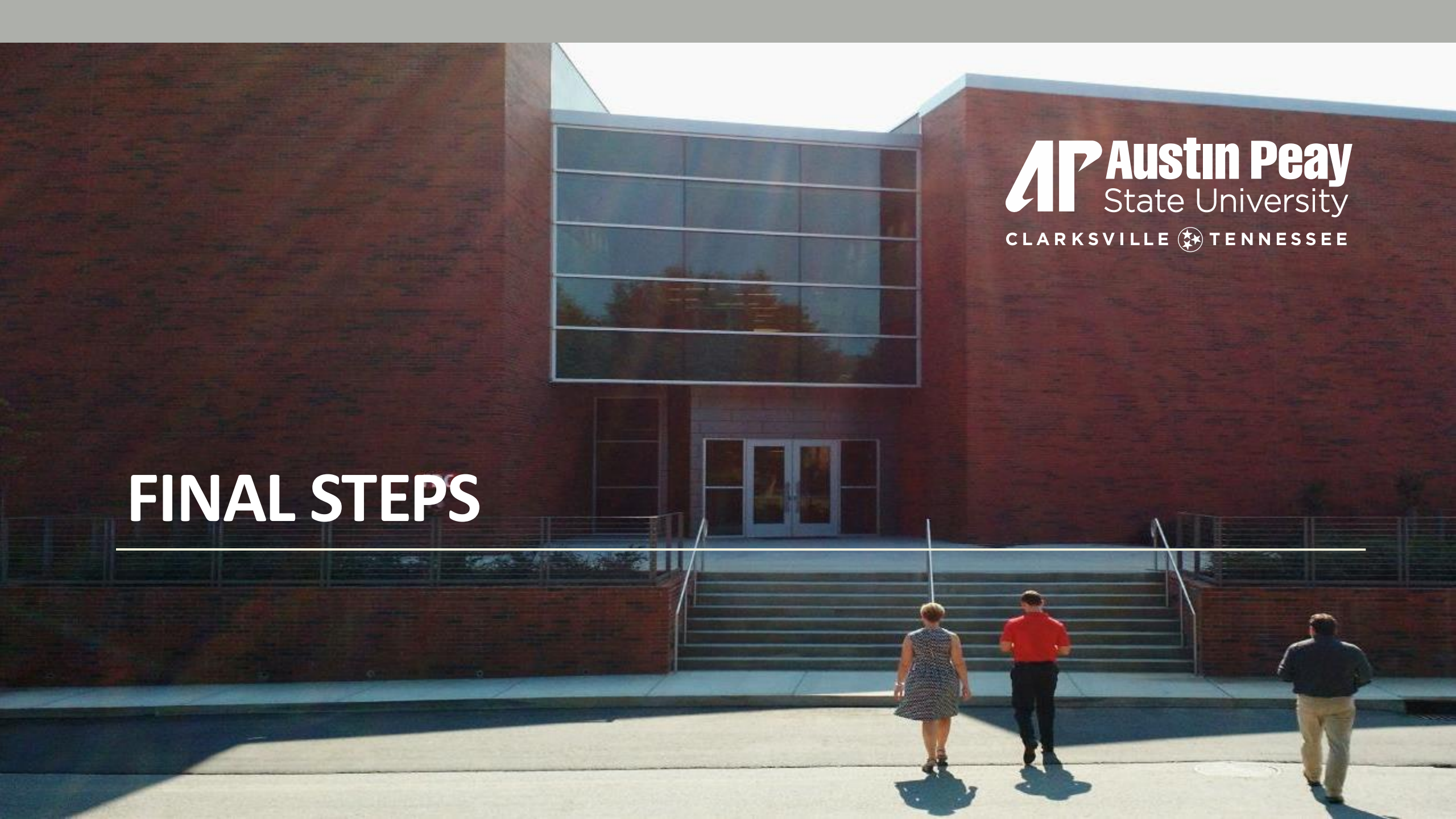
Attachments (0)

No files found.

Powered by [TeamDynamix](#) | [Site Map](#)

AP Austin Peay
State University
CLARKSVILLE  TENNESSEE

FINAL STEPS



Final Steps

- Procurement Services will:
 - Award bid to successful proposer/bidder;
 - Negotiate contract (if one is required);
 - Assist in setting up vendor in Govs Suite; and
 - Any other process before input into Govs Suite.
- Responsible Department:
 - Input a requisition into Govs Suite
 - See “Requisitions, Purchase Orders, and Receiving” training.
 - Attach all required documents.



Links with Information

[Procurement Services – Main Website](#)

[Govs Tech](#)

[Procurement Services Request Site in Govs Tech](#)

[Procurement Services Bid Process Website](#)

[Procurement and Contract Services Manual](#)





Questions?





THANK YOU!
