Concept To Contract

Presented By
Katherine Bosdell, CPPB, VCM, VCO
and
Barbara Layman, CPPO, CPPB, VCM VCO



Session Overview

- 1. Review of Sealed RFP Format
 - Case Study
- 2. Develop the Contract





Test Your Knowledge





Focus On The End Result

What They Want To Buy

How It Will Be Used **CONTRACT**

How
Will
They
Measure
Success



RFP Format

I. Purpose



II. Background

III. Statement of Needs



QUESTION #1

got purpose?

You Must Include A Purpose

Statement In Your RFP

TRUE



RFP Format

IV. Proposal Preparation & Submission Instructions







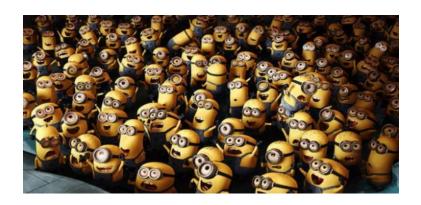
RFP Format







Specific Proposal Requirements



Evaluation Panel

Proposals Organized With Tabs





Evaluation Criteria

Narrative

Methodology

Pricing

Small Business Subcontracting Plan



Question # 2

You cannot change criteria after issuing an RFP

FALSE





RFP Format

- VI. Reporting & Delivery Instructions
- VII. Pre-proposal Conference
- VIII. Performance Measures





RFP Format



General Terms & Conditions



Special Terms & Conditions



Method of Payment & Invoicing



Attachments



Pricing Schedule

Procurement Category		Catalog Price (\$)	Discounted Price (\$)	Whole Percentage (%) Discount
One-Day Classroom Format	Per Person			
Two-Day Classroom Format	Per Person			Ï
Three-Day Classroom Format	Per Person			
Project Management Categor	у			
One-Day Classroom Format	Per Person			
Two-Day Classroom Format	Per Person			
Three-Day Classroom Format	Per Person			
Business Skills Category				
One-Day Classroom Format	Per Person			
Two-Day Classroom Format	Per Person			
Three-Day Classroom Format	Per Person			
Total Discounted Price (Total of all prices in the Discounted Price column)				



Question #3

You Must State The Award Method

In The RFP

TRUE





RFP Checklist APSPM Annex 7-E

Annex 7-E

RFP SOLICITATION AND FILE CHECKLIST

~	RFP SOLICITATION CHECKLIST	✓	FILE CHECKLIST
	Approval: Required approvals should be obtained prior to preparing the solicitation and a copy placed in the solicitation file. Examples include a release from Corrections to purchase a good(s) or service they produce from a commercial source, authority from the DGS/DPS for an agency to make a direct procurement in excess of its delegated purchase authority (see 1.2, 1.4 and 2.1).		Special Approval
	Approved Request: Written approval to expend funds must be included in the file. When considering the value of the procurement, include all possible renewal periods.		Purchase Requisition
	Statement of Needs: The Statement of Needs describes in general terms what is to be procured.		
	<u>Preproposal Conferences/Site Visits</u> : If a preproposal conference or site visit is to be held, the solicitation must state the date, time, place, and whether attendance is optional or mandatory.		Preproposal sign-in sheet
	General Terms and Conditions: The general terms and conditions or "boilerplate" must be included in every solicitation. Taxes, Use of Brand Names, and Transportation and Packaging General Terms and Conditions are not normally required for service contracts. The Insurance clause is not normally required for goods purchases.		





Take Time to Review







Concept To Contract



CONTRACT

RFP

- ISSUE & RECEIVE
- EVALUATE
- NEGOTIATE
- AWARD

PRE-RFP

- ENDUSER DISCUSSION
- RESEARCH

Concept To Contract



Developing
The
Contract





Which RFP Sections Go Into The Contract?

- I. Purpose
- II. Background
- III. Statement Of Needs



- V. Evaluation And Award Criteria
- VI. Reporting & Delivery Instructions





Which RFP Sections Go Into The Contract?

- VII. Preproposal Conference
- VIII. Performance Measures
- IV. General Terms And Conditions
- IX. Special Terms And Conditions
- X. Method Of Payment & Invoicing
- XI. Pricing Schedule
- XII. RFP Attachments





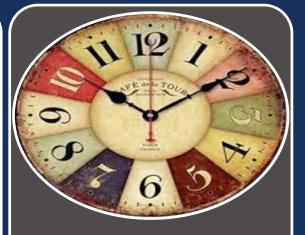
Every Contract Should Answer These Questions



Who is obligated to perform?



What is the obligation?



When must the obligation be performed?



Every Contract Should Answer These Questions



How is the obligation to be performed?



How much will it cost?



Where will the performance take place?



Standard Two Party Contract APSPM Annex 7-D

COMMONWEALTH OF VIRGINIA STANDARD CONTRACT (For Use with Competitively Negotiated Contracts Only) Contract Number: This Contract entered into thisday of20, by				
This Contract entered into this day of 20, by hereinafter called the "Contractor" and Commonwealth Virginia, (Department, Agency, or Division) called the "Purchasin Agency." WITNESSETH that the Contractor and the Purchasing Agency, in consideration of the mutual corpromises and agreements herein contained, agree as follows: SCOPE OF CONTRACT: The Contractor shall provide the goods/services to the Purchasing Agency forth in the Contract Documents. PERIOD OF PERFORMANCE: From through The Contract documents shall consist of: (1) This signed form;				
This Contract entered into thisday of				
WITNESSETH that the Contractor and the Purchasing Agency, in consideration of the mutual corpromises and agreements herein contained, agree as follows: SCOPE OF CONTRACT: The Contractor shall provide the goods/services to the Purchasing Agency forth in the Contract Documents. PERIOD OF PERFORMANCE: From	Contract Number:			
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forth in the Contract Documents. PERIOD OF PERFORMANCE: From through The Contract documents shall consist of: (1) This signed form;	ovenants,			
The Contract documents shall consist of: (1) This signed form;	cy as set			
(1) This signed form;				
(2) The following portions of the Request for Proposal dated				
 (a) The Statement of Needs; (b) The General Terms and Conditions; (c) The Special Terms and Conditions together with any negotiated modifications of those Special and Conditions; 	al Terms			
Attachment , Date Attachment , Date				



✓ Statement Of Work



- ✓ Specific Instructions
- ✓ Contractor Tasks & Deliverables
- Agency Responsibilities



- ✓ Incorporate Negotiated Points
- ✓ Select Appropriate Terms & Conditions
- ✓ Pricing



✓ Method Of Payment



✓ Invoice Requirements

✓ Contractor & Agency Contacts





- ✓ Be Clear & Concise
- ✓ Numbers Ex: Five (5)



- ✓ Use Definitions Correctly
- Avoid Ambiguous Language



Contract Interpretation

Courts
Uphold Intent
Expressed in
Contract
Language

Plain and Ordinary Meaning Rule

Contract Documents are Construed Together



Take Time To Review

...Even If You Are Pressured

To Get It Signed





Concept To Contract



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