

# FORUM 2017: Creating Connections Together



Think Outside the Box

Presented by:

Monique Curley, VCO, VCA

Sharita Bryant, CPPB, VCM, VCO, VCA



# Agenda

- Procurement Xs and Os
- Awareness
- Tools and Perspectives
- Procurement Squares
- Questions/Answers





# Xs and Os





# Awareness



- Square/Rigid
- Storage
- Confined
- Limited
- Private

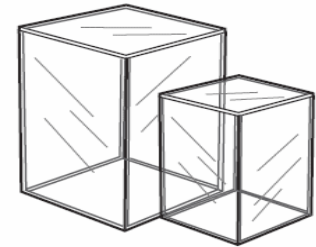
# VPPA



# Tools and Perspectives

## Creative Thinking Critical Thinking

- Nutrition/Exercise
- Socialize/Networking
- Hobbies
- Sleep/Rest



**WHEN CAN INNOVATION CAUSE A PROBLEM**



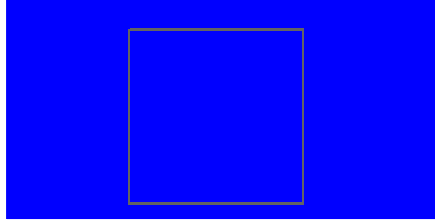
# A Game of Xs and Os...

- ❖ The object of the game is for “X” or “O” to achieve “Tic-Tac-Toe” or be the first to capture 5 of the 9 squares.
- ❖ Taking turns, the “X” and “O” will select a square (“Star”) and they will be asked a question and will provide an answer.
- **Procurement Twist:** The “X” or “O” must then “Phone a Source” by polling the audience for consensus to Agree or Disagree with the “Star”. The audience will hold up the “A” paddle for Agree or the “D” paddle for Disagree.
- ❖ If the “X” or “O” is correct, they win the square. If the “X” or “O” is wrong, their opponent will capture the square.
- An exception will be made if the square will result in the opponent winning by default, in this case the square will remain unclaimed until an “X” or “O” wins it.

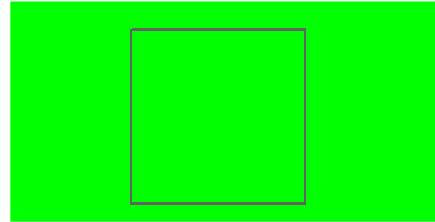


# Think Outside the Box

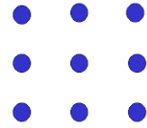
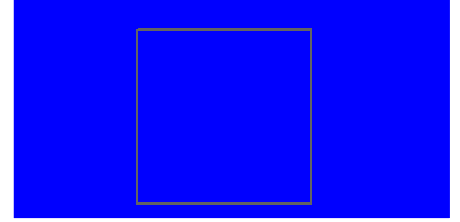
1



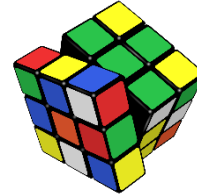
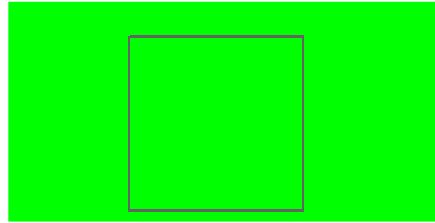
2



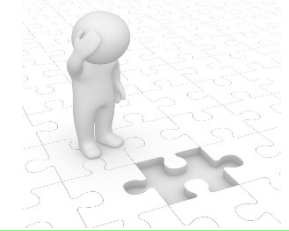
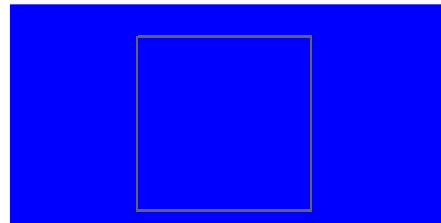
3



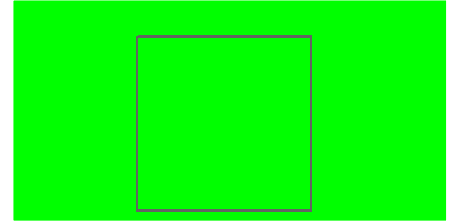
4



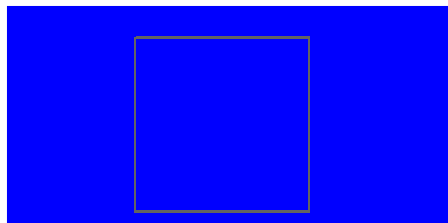
5



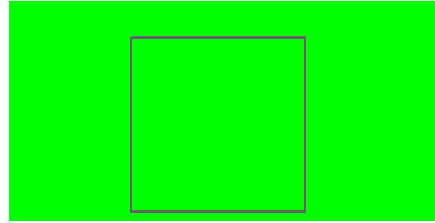
6



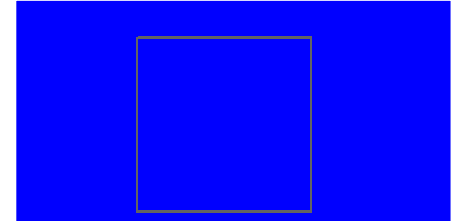
7



8



9



FORUM 2017

1



**You are in receipt of 2 proposals (Proposal A & B).  
In review of the proposals, you notice the  
following, what should you do?**

**A: Offeror 1 proposes Offeror 2 as the  
Subcontractor.**

**B: Offeror 2 proposes Offeror 1 as the  
Subcontractor.**





1



- A. This may be an occasion to consider motive.**
- B. Evaluate both proposals.**
- C. A and B**

**Ref: APSPM 7.3.b.**



1



**Besides eVA VBO or Sourcing and Contracting,  
what are some other sources of supply?**



1



- A. DGS/DPS vendor source lists**
- B. Trade journals**
- C. Trade shows and exhibitions**
- D. Networking with other purchasing offices**
- E. All of the above**

**Ref: APSPM 2.6**



1



**A technique by which a source of supply is established for a specific period of time and may be established based on indefinite quantities to be ordered “as needed” is called what?**



1



**A. Blanket Purchase Agreements**

**B. Term Contracting**

**C. Emergency purchase**

**D. Pass-through-Procurements**

**Ref: APSPM Appendix A**



1



**You found a DSBSD-certified micro business consultant in email to meet your end-users needs but her fee is going to be over \$5,000. How should you proceed?**



1



**A. Source for other DSBSD-certified micro business suppliers and place the solicitation in eVA.**

**B. Request the consultant to split her order so you can treat it is a single quote and use your SPCC for payment.**

**C. Keep looking to see if you can find another consultant for less than \$5,000.**

**D. Source for DSBSD-certified women and minority owned business suppliers and place the solicitation in eVA.**

**Ref: APSPM 3.10.g.**



2



Included in a recent IFB is the following clause: “Bid shall be shown in both words and numbers. In case of error, words will govern.” The apparent low Bidder provided only “numbers” on the Pricing Schedule.  
What would you do?





2



- A. Consider the error as an informality**
- B. Consider the bid as non-responsive**

**Ref: APSPM 3.21**



2



**Name a mandatory source of supply for the Commonwealth of Virginia.**



**2**



**A. Term contracts**

**B. DBVI**

**C. OGC**

**D. Fleet Management**

**E. All of the above**

**Ref: APSPM 2.1**



2



**When soliciting four (4) dozen pens at a value of \$3.00/dozen, you should:**



**2**



- A. Solicit it as a set-aside**
- B. Solicit it on the open market**
- C. Solicit it as a mandatory source**

**Ref: APSPM 2.1.c.**



2



**Which of the following purchases require competition?**



**2**



- A. Used equipment up to \$30,000**
- B. Surplus Property**
- C. Purchase from the Federal government**
- D. Meeting space over \$5,000 to include catered meals and A/V**

**Ref: APSPM 4.16 & 1.5.b.**



3



**Based on a recent survey of procurement professionals, what was the strangest/interesting thing they had ever purchased?**





**3**



- A. Body bags**
- B. Birth control for fish**
- C. Suicide prevention sleep systems**
- D. Bear DNA test kits**
- E. All of the above**



3



**Who was the host of the first aired episode of Hollywood Squares?**



**3**



**A. Bert Parks**

**B. Peter Marshall**

**C. Jon Bauman**

**D. John Davidson**

**E. Tom Bergeron**



3



**What procurement method would you use for \$10,000 of materials needed to repair a school roof that was damaged in a storm?**



**3**



- A. Small Purchase**
- B. Emergency**
- C. Reverse Auction**
- D. Competitive Sealed Bid**

**Ref: APSPM Chapter 9**



3



**What type of procurement would you use for a \$38,000 conference for 100 people?**



**3**

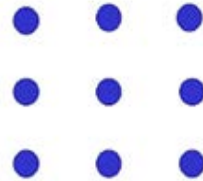


- A. Unsealed RFP**
- B. Competitive Negotiation**
- C. Competitive Sealed Bid**
- D. None of the above; no need to compete**

**Ref: APSPM 4.16.b.**



4

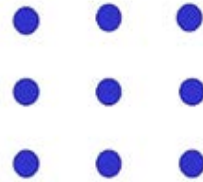


**What should you do regarding posting of non-responsive bids on the bid tab?**





# 4



**A. Remove the non-responsive Bidder from the bid tab all together.**

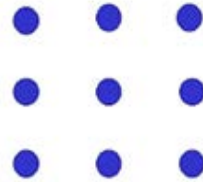
**B. Leave the non-responsive Bidder on the bid tab with their pricing and note them as non-responsive.**

**C. Leave the non-responsive Bidder on the bid tab but remove their pricing and note them as non-responsive.**

**Ref: APSPM Annex 6-B, Step 8**



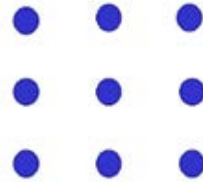
4



**Name a non-mandatory source of supply  
for the Commonwealth of Virginia.**



4

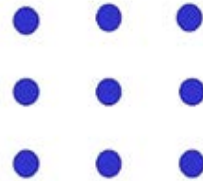


- A. Optional use term contracts
- B. Surplus Property
- C. Employment Services Organizations
- D. All of the above
- E. None of the above

Ref: APSPM 2.2



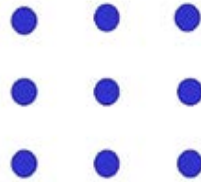
4



**You receive an over shipment of goods from a vendor, what should you do?**



# 4

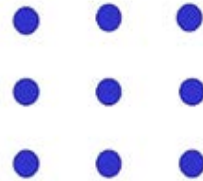


- A. Do not accept the over shipment unless the vendor's invoice shows the credit.**
- B. Accept the over shipment as long as they are within 2% of the quantities on the purchase order.**
- C. The over shipment can never be accepted.**
- D. Should not accept the over shipment unless it is industry standard as stated in the contract.**

**Ref: APSPM 10.9**



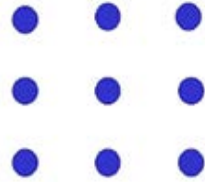
4



**What should you do with a faxed bid?**



# 4



- A. May be accepted for an unsealed bid program if it is completely received in the purchasing office by the due date and time.**
- B. Will be accepted for any bid program provided written confirmation is received within five working days after the bid opening date.**
- C. Are not acceptable for any bid program since they do not contain original signatures.**
- D. Are only acceptable to confirm telephone quotes.**

**Ref: APSPM 3.1.f.**



5



**Failure to sign the face of the bid in the space provided will result in rejection of the bid unless the unsigned bid is accompanied by other signed documents indicating the Bidder's intent to be bound.**

**True or False**

**Ref: APSPM 3.1.g.**





5



**Name one of the six methods of procurement recognized by the VPPA.**



5



- A. Small purchase procedures**
- B. Small purchasing charge card**
- C. Quick Quote**
- D. Reverse auctioning**
- E. All of the above**
- F. A and D**

**Ref: APSPM 3.15**



5



**Your Agency Head wants you to order 25 books @ \$10/book for the office staff. How should you proceed?**



5



- A. Check eVA for DSBSD-certified micro businesses**
- B. Buy the books at your local major discount store**
- C. Place an order online with Amazon**
- D. Buy the books from a small business**

**Ref: APSPM 5.3**



5



**XYZ Co. was awarded a contract for the mail service at the Hoboken University. After award, XYZ discovered a major miscalculation in their bid and wanted to withdraw. The impact of the contract to XYZ would mean laying off several people which would jeopardize the service they planned to provide in the contract. What option is not available for you?**



# 5



- A. Withdraw the award and award to the next lowest responsive and responsible bidder.**
- B. Cancel the contract and solicit again**
- C. Agree to modify the price**
- D. Require the Contractor to perform contract as awarded**

**Ref: APSPM Chapter 10**



6



**What is the name of today's current version of Hollywood Squares?**



# 6



**A. Mystery Squares**

**B. Hip Hop Squares**

**C. Tic-Tac-Toe**

**D. Fantasy Squares**





# 6



**A written price reasonableness determination is required to determine if prices bid or offered are fair and reasonable when:**



**6**



- A. The prices offered do not appear to be fair and reasonable**
- B. Contract changes/modifications**
- C. Contract renewals**
- D. Procurement conducted under the authorized enhancement plan (EO20)**
- E. All of the above**

**Ref: APSPM 4.10**



# 6



**ABC Printers was awarded a contract to print 700 program guides for the Agency's conference. When the printer ordered the paper for the guides, they learned that there had been a 10% price increase due to the increase in gas prices. The printer contacted the Agency and asked to increase their price, reduce the number of guides or substitute the paper for a lesser paper weight. What should you do?**



# 6



- A. Issue a change order to increase the price of the original bid to cover the increase in cost.**
- B. Accept the substitution of a lesser paper weight to the original specifications.**
- C. Require the printer to produce the program guides according to the contract.**
- D. Allow the printer to produce 100 fewer guides to avoid going over the total cost of the contract.**

**Ref: APSPM Chapter 10**



# 6



**As the Contract Officer, you have been working closely with the Dept. of Public Works to acquire a new piece of pump equipment. The estimated cost is \$155,000 and it is needed to upgrade the waste water treatment plant operating equipment. When purchasing the pump, what would be the most appropriate method of acquisition?**



# 6



**A. Contact DPS and request a competitive bid solicitation**

**B. The contract should be negotiated with the vendor**

**C. The informal competitive bid method should be used**

**D. A formal request for proposal method should be used**

**Ref: APSPM**



7



**A Bidder submits an alternate bid in knowing variance from the specifications and clearly distinguished the bid as an alternate. The alternate bid incorporated the latest in technology and would result in substantial savings. The buying office may accept the alternate bid.**

**True or False**

**Ref: APSPM 3.1.j**



7



**Name a state agency or organization that can be a good source of supply.**





7



- A. Department of Economic Development**
- B. VA Minority Supplier Development Council**
- C. Local Chambers of Commerce**
- D. The Internet**
- E. All of the above**

**Ref: APSPM 2.6**



7



**The vendor overcharged for supplies for the heating system. When questioned about the invoice, the vendor said the manufacturer's costs went up so he just charged accordingly with the same mark up. As the Contracting Officer, you should:**



7



- A. Negotiate a new price for the supplies**
- B. Pay the invoice as is**
- C. Short pay the invoice by paying only the contracted amount**
- D. Debar the vendor**

**Ref: APSPM Chapter 10**



7



**COVA posted a “Notice of Intent to Award” on a competitively negotiated procurement and one of the Offerors reviews the procurement file and submits a written protest within the 10 day window. The basis of his protest is the fact that the evaluation team did not rescore proposals after the negotiations had been completed. COVA states that this is not a requirement of the evaluation process. Who is correct?**

## **Commonwealth or Offeror**

**Ref: APSPM 7.4**



8



**Agency personnel at all levels should make a concerted effort to identify responsible vendors as sources of supply for goods/services and encourage them to register in eVA, including VA vendors and DSBSD-certified small, women-owned and minority-owned businesses.**

**True or False**

**Ref: APSPM 2.3**



8



**Considering all bids are responsive, you receive four bids:**

**A (small) \$1,700**

**B (small) \$1,650**

**C (non-DSBSD certified; large) \$1,500**

**D (micro) \$1,700**

**Who should receive the award?**

**Ref: APSPM 3.10.g**



# 8



**Company X mailed a proposal in response to Agency ABC's solicitation. The postage was not adequate for the package and postage was due, so the Agency sent it back to Company X unopened. When Company X received the package, it was past the proposal due date and time. Company X may still submit their proposal since it was originally delivered to the Agency by the due date and time.**

**True or False**

**Ref: APSPM 6.3**



8



**Proposals have been received as a result of a RFP. One Offeror has declared their entire proposal as proprietary. You notify the Offeror their proposal has been rejected and removed from further consideration. The Offeror demands you reconsider their proposal. Who is correct?**

**Commonwealth or Offeror**

**Ref: APSPM 7.3**





9



**What year did Hollywood Squares' first episode air?**



9



**A. 1983**

**B. 1965**

**C. 1981**

**D. 1966**





\_\_\_\_\_ is a procurement done by a public body with one or more other public bodies, for the purpose of combining requirements for the purchase of like goods and/or services in order to increase efficiency and/or reduce administrative expenses.

## Joint Procurement or Cooperative Procurement

Ref: APSPM Appendix A



# 9



**You currently have a contract with a contractor whose performance has been subpar and you have documented such in your procurement file. While the project is continuing, you have another project for which you have received bids and this contractor is the low bidder. Based on your documentation, you determine that this bidder is nonresponsible and you award the project to the next low responsive and responsible bidder. The vendor says not so fast, you can't do that! Who is correct?**

## **Commonwealth or Bidder**

**Ref: APSPM 11.2.c.**



9



**April 1st at 2PM was the date and time set in the solicitation for a mandatory pre-bid conference. A vendor called you from the airport and said that she was running late and that she called a dealer who would be able to get there in time to sign in for her. Will the vendor be able to bid on the solicitation?**

**Yes or No**

**Ref: APSPM 6.2**





CONGRATULATIONS





CONGRATULATIONS