

2023
STATE OF ILLINOIS
**VENDOR
SUMMIT**

Do This, Not That: The Ins and Outs of Submitting a Bid/Offer

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Prep Before the Bid



KINDLY, DO

- Register/Renew IPG
- Check SOS Registration
- Check SBOE Registration
- Register/Update BidBuy
- BidBuy NIGP Codes

PLEASE DON'T

- Offer to write specifications
- Hire a lobbyist to lobby on behalf of a procurement
- Contribute to Governor or Constitutional Officer campaign

Common Reasons a Bid/Offer is Non-responsive

- Illinois Board of Elections registration at time of bid opening.
- Vendor Disclosure or IPG Active Registered Vendor Disclosure must be submitted at time of bid opening.
 - IPG Vendor Disclosure must have an ACTIVE Illinois Procurement Gateway registration
 - New IPG system – same info and process to get registered
- BEP Utilization Plan must be submitted at time of bid opening (if applicable)
- Dept. of Human Rights registration (by time of award)

DO YOU KNOW YOUR
PROCUREMENT METHODS?
DON'T GET CONFUSED!

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IFB vs. RFP

**What's the difference
and how do we choose?**

- Known vs. Unknown
- Low Cost vs. High Score
- Determination of Award
- Exceptions and Negotiations
- Pricing Impact and Weight

Invitation for Bid

- Must be fully responsive
- Must be fully responsible
- Must meet all requirements
- Low cost wins

Do:

1. Read the instructions
2. Ask questions early
3. Submit all required documents
4. Sign all submitted documents

Don't:

1. Email your bid
2. Ask for a meeting
3. Miss the due date and time

Request for Proposal

- Everything for IFB applies except low cost
- RFPs awarded by points – mix of evaluation tool and price
- Evaluation Committee



Deeper Dive into RFPs

Why is it so
complicated?

- BEP Goals
- Administrative Review
- Mandatory Requirements
- References
- Multi-Step Evaluation
 - Technical Evaluation
 - Vendor Demonstration
 - Price Evaluation

Technical Review

- Desirable Specifications
- Assigned Point Values
- Evaluation Tool

Responsive Elements	Max Points
Capability and Experience of the Vendor	350
Technical Ability and Methodology	250
Resources	150
References	50

Technical Ability and Methodology			
RESPONSIVE ELEMENTS	RFP Section Location	Maximum Points	Points Assigned
Describe methodology Vendor uses to advise and support multiple entities with varying degrees of knowledge in order to maximize productivity. Vendor should also include methodology for making recommendations to further transit planning, spur capital project completion and other tasks related to the requirements to perform the scope of work.	D.4.5	150	
<i>Must provide comments in this box to support score above (e.g. strengths, weaknesses & justification):</i>			
Describe in detail, the Vendor's methodology for monitoring project assignments among Vendor staff, adjusting for delays as well as tracking gaps in Agency's capabilities and support provisions to mitigate those gaps.	D.4.9	100	
<i>Must provide comments in this box to support score above (e.g. strengths, weaknesses & justification):</i>			

BEP Goals

- BEP Goal percentage may be different for each IFB/RFP
- Complete the BEP Utilization Plan
 - Submitting a blank U-Plan will result in disqualification
- NIGP Codes – get certified in multiple codes
 - Cast a wide net for services/supplies your business can provide

Vendor Demonstrations

- Vendor Demonstrations
 - Short Lists
 - Clarification vs. Modification
 - What can be discussed in Vendor Demos
 - It's not an opportunity to expound upon the technical proposal.

Pricing

- Short Lists
- Formula for Pricing
 - $\text{Maximum Price Points} \times (\text{Lowest Price} / \text{Offeror's Price}) = \text{Total Price Points}$
- Best and Final Offer

In Summary, Do This...

- Read the solicitation and specifications.
 - Sounds basic, but it's worth the time.
- Register for as many applicable NIGP codes as possible. (BidBuy, IPG, BEP if applicable)
- Submit questions in writing to the solicitation contact by the date specified in the solicitation.
 - It will save time later and avoid confusion, rebids, disqualifications, etc.
- Complete/sign required quote attachments: Offer, Contract, Financial Disclosures, U-Plan
 - A blank BEP U-Plan will result in disqualification.

... Not That

- Not pay your bills to state agencies
- Email bids/offers (IFB/RFP). This does not include Small Purchases.
- Miss the bid opening date.



Questions?

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■ Resources

■ Executive Ethics Commission Website

- eec.illinois.gov

- Pathway to Procurement -

- <https://pathway2procurement.illinois.gov/>

■ Illinois Procurement Gateway

- ipg.illinois.gov

■ Solicitation Contact Person

- Listed in BidBuy and/or solicitation document

■ BidBuy Helpdesk

- il.bidbuy@illinois.gov or by phone at 866-455-2897