



2022
STATE OF ILLINOIS
**VENDOR
SUMMIT**

Competitive Process & RFP 101

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Section 1: Define Competition...

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Informal vs. Formal

Competitive Dollar
Ranges

- Small Purchase Competition
- Competitive Sealed Bidding
- Competitive Sealed Proposals
- Form Requirements and the Illinois Procurement Gateway
- NIGP Commodity Codes

Section 2: Mandatory Requirements



Mandatory Requirements

- Statutory Requirements (BOE, SOS, DHR)
- IFB Requirements and Responsiveness
- RFP Mandatories and Evaluations
- SPO Determinations and Changes to Requirements
- Solicitation Contact for Clarifications

Section 3: IFB vs. RFP

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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

Section 3: RFP 101

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Request for Proposals

Why is it so
complicated?

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

Administrative Review

- Clarification Requests
- Curable Omissions
- Statutory Requirement Checks
 - Illinois Secretary of State
 - Illinois State of Board of Elections
 - Illinois Department of Human Rights
 - Illinois Procurement Gateway Registration/Expiration

Mandatory Requirements

- Checklist – Met or Didn't Meet
- Clarification vs. Modification
- Disqualification

Technical Review

- Desirable Specifications
- Assigned Point Values
- Evaluation Tool

Responsive Elements	Max Points
Capability and Experience of the Vendor	350
Technical Ability and Methodolgy	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>			

Vendor Demonstrations and References

- Vendor Demonstrations
 - Short Lists
 - Clarification vs. Modification
- References
 - TELL THEM!!!
 - Different formats

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



Questions?

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■ Resources

- Executive Ethics Website
 - Pathway to Procurement
- Illinois Procurement Gateway
- Solicitation Contact Person
- BidBuy Helpdesk