

# How To Build Your Procurement Dossier

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# Objective

**What tells the true story about your procurement?**

**Using case studies to determine what is:**

- Mandatory
- Beneficial
- Just plain wrong



# What Is A Dossier?

- **A file containing detailed records on a particular person or subject**
  - The patient's medical dossier...
  - Police began compiling a dossier on him...
- **No, we are not going to talk about THOSE dossiers!**



# Importance of a Dossier





# Importance of a Dossier

- **Meet the requirements set forth by DPS and VPPA**
- **Include all mandatory information**



# Importance of a Dossier

- **Set your agency up for success for the next procurement of same good/service**
- **Prepare for a procurement management review**



# Procurement Dossier

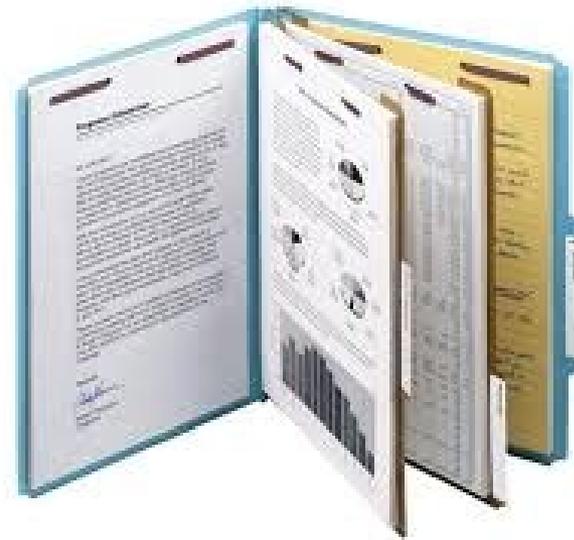
**This?**





# Procurement Dossier

Or this?





# Procurement Dossier

- **Missing/unnecessary information**
- **Excluded information**
- **Public scrutiny**

# The Procurement Police





# Mandatory Requirements





# Small Purchases



## APSPM Chapter 5



# Small Purchases

(up to and including \$10,000)

- **Quote:** Written; if verbal, document
- **SPCC:** Quote not required for over-counter purchases
- **Price Reasonableness:** DSBSD-certified micro business.



# Small Purchases

(up to and including \$10,000)

- **Services:** Licenses and Insurance, if applicable



# Small Purchases

(up to and including \$10,000)

- **DHRM's IPR**
  - We should be using eVA at the point of requisition, but don't throw away what works
  - Consider revising to use as a checklist for SPCC log



# Small Purchases

(over \$10,000, up to and including \$100,000)

- **Quotes:** Utilize Quick Quote (preferred)
- **Unsealed Bid/Request for Proposals:** Complex procurements
- **Sources:** Solicit a minimum of four



# Small Purchases

(over \$10,000, up to and including \$100,000)

- **Solicitation/Addenda:** As posted (unsealed)
- **Cancellation:** Documentation if solicitation is cancelled



# Small Purchases

(over \$10,000, up to and including \$100,000)

- **Price Reasonableness:** DSBSD-certified small business (including micro)
- **Services:** Licenses and insurance, if applicable



# Small Purchases

(over \$10,000, up to and including \$100,000)

- **Award Document:** Notice of Intent or Notice of Award; VBO posting (unsealed)
- **Purchase Order:** As issued
- **Post Award:** Protest/response



# Competitive Sealed Bidding



## APSPM Annex 6-D



## Invitation for Bids (IFB)

- **Approval:** Obtain prior to preparing solicitation
- **Requisition:** Approval to expend funds
- **High-Risk Contract:** Review of IFB prior to issuance (if applicable)



## Invitation for Bids (IFB)

- **Pre-Bid Conference:** List of attendees
- **Bidder's List:** Firms solicited (minimum of four)
- **Posting:** VBO Confirmation of posting (IFB/Addenda)



## Invitation for Bids (IFB)

- **IFB/Addenda:** As posted
- **Bid Tabulation:** Record of all bids received and bid pricing submitted
- **Cancellation:** Documentation if solicitation is cancelled



## Invitation for Bids (IFB)

- **Bond:** Bid bond (if applicable)
- **Reference Check Results:** Apparent low bidder(s)

# Bid Tab

	Hair and Teeth Inc.	Personal Things	Toiletries Galore	Pamper Perfect	Lookin Good, LLC.	Elevated Essentials	Bulk Goods to You
<b>Lot 1</b>							
1 - Dove Deep Moisture Body Wash 12 oz., 6 per case	\$5.40	\$14.40	\$29.70	\$28.66	\$27.00	\$22.32	\$35.01
2 - Dove Bar Soap 2.6 oz., 36 per case	\$1.88	\$1.40	\$35.28	\$31.71	\$77.00	\$37.02	\$41.24
3 - Listerine Zero, Clean Mint Alcohol Free Mouthwash 3 oz. 24 ...	\$0.46	\$22.95	\$21.60	\$33.58	\$35.00	\$44.65	NO BID
4 - 1.7 oz. Sure Regular Scent Original Solid Deodorant, 12 per ...	\$1.10	\$39.74	\$18.48	\$22.76	\$53.00	\$95.97	\$29.25
5 - 10 oz. Barbasol with Aloe Aerosol Shave Cream, 12 per case	\$3.22	\$14.95	\$23.64	\$23.10	\$26.00	\$18.82	NO BID
6 - 3 oz. Head and Shoulders Shampoo, 6 per case	\$3.28	\$27.60	\$11.70	\$41.74	\$25.00	\$42.07	\$15.99
7 - 3 oz. Luriderm Lotion, 12 per case	\$2.50	\$6.84	\$24.00	\$31.68	\$52.00	\$48.46	NO BID
8 - Razor, Single Blade Security, 600 per case	\$0.12	\$29.90	\$55.00	\$52.02	\$65.00	\$245.00	NO BID
9 - 4 oz Colgate Toothpaste, 24 per case	\$0.81	\$42.39	\$40.56	\$38.83	\$41.00	\$39.82	NO BID
<b>Total For Lot 1 :</b>	<b>\$18.77</b>	<b>\$200.17</b>	<b>\$259.96</b>	<b>\$304.08</b>	<b>\$401.00</b>	<b>\$594.13</b>	<b>PARTIAL BID</b>
<b>Total Bid</b>	<b>\$18.77</b>	<b>\$200.17</b>	<b>\$259.96</b>	<b>\$304.08</b>	<b>\$401.00</b>	<b>\$594.13</b>	<b>PARTIAL BID</b>
		on Responsive. Items bid were not an equivalent product	Lowest Responsive and Responsible				

Per award clause bidder is within 10% & will also receive an award

Unlocking the Potential of Procurement

	Hair and Teeth Inc.	Personal Things	Toiletries Galore	Pamper Perfect	Lookin Good, LLC.	Elevated Essentials	Bulk Goods to You
<b>Lot 1</b>							
1 - Dove Deep Moisture Body Wash 12 oz., 6 per case	\$5.40	\$14.40	\$29.70	\$28.66	\$27.00	\$22.32	\$35.01
2 - Dove Bar Soap 2.6 oz., 36 per case	\$1.88	\$1.40	\$35.28	\$31.71	\$77.00	\$37.02	\$41.24
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<b>Total Bid</b>	<b>\$18.77</b>	<b>\$200.17</b>	<b>\$259.96</b>	<b>\$304.08</b>	<b>\$401.00</b>	<b>\$594.13</b>	<b>PARTIAL BID</b>
	Contacted to verify price, price was per unit, extended price is \$284.64. Bidder is within 10% and will also receive an award. See additional documentation.	Non Responsive. Items bid were not an equivalent product	Lowest Responsive and Responsible				

## Evaluation of IFB #2302 for Personal Care Items

**Driskill, Heather** <[heather.driskill@dgs.virginia.gov](mailto:heather.driskill@dgs.virginia.gov)>

Thu, Jul 19, 2018,  
11:54 AM

to banyogu

Good morning,

I am the contract officer that put out the above IFB for personal care items. I am currently in the process of evaluating the bids submitted. Your bid notes that the price is per item when the items specified were requested in case quantities. Are you able to provide the items in the requested case quantities? If so, I will be multiplying your per item bid price by the quantity that is specified to determine your grand total for the market basket of goods. That would bring your market basket of goods to a grand total of \$284.64. Was that your intention?

Thank you,

**Brix Driskill, VCO**

Statewide Sourcing & Contracting Officer  
DGS – Division of Purchases and Supply  
1111 East Broad Street  
Richmond, VA 23219  
Tel: 804-786-0243 FAX: 804-786-5712  
Email: [heather.driskill@dgs.virginia.gov](mailto:heather.driskill@dgs.virginia.gov)

**Brian Anyogu** <[banyogu](mailto:banyogu)>

Thu, Jul 19, 2018,  
4:03 PM

to me

Good day Heather,

Yes that price of \$284.64 should be correct. Sorry for the confusion.

Thanks,

Brian  
Hair and Teeth Inc.



## Invitation for Bids (IFB)

- **Licenses:** For service contracts (if applicable)
- **High-Risk Contract:** Review of contract prior to execution (if applicable)



## Invitation for Bids (IFB)

- **Award Document:** Notice of Intent or Notice of Award; VBO posting
- **Bonds:** Performance/payment bonds (if applicable)
- **Purchase Order:** As issued

# Intent to Award

## NOTICE OF INTENT TO AWARD

DATE: March 9, 2018

COMMODITY: ARMICS for Office of Attorney General

IN RESPONSE TO: IFB E194-271 dated December 22, 2017

CONTRACTOR: Numbers and Math, LLC

CONTRACT PERIOD: March 19, 2018 through June 30, 2018

COMMENTS: Records for this procurement are now available for inspection by any bidder on this Invitation for Bid

CONTRACTING OFFICER: \_\_\_\_\_  
Brix Driskill, VCO  
Statewide Strategic Sourcing Officer

**POST**  
March 9, 2018

**REMOVE**  
March 15, 2018



## Invitation for Bids (IFB)

- **Successful Bid(s):** Bid(s) for firm(s) to which contract was awarded
- **Insurance:** Proof of insurance (if applicable)
- **Unsuccessful Bids:** All other bids received



# Invitation for Bids (IFB)

- **Post Award**
  - Protest/response
  - Contract administrator assignment
  - Renewals



# Invitation for Bids (IFB)

- **Post Award (continued)**
  - Change orders
  - Modifications
  - Contractor performance



# Competitive Negotiation



## APSPM Annex 7-E



# Request for Proposal (RFP)

- **Approval:** Obtain prior to preparing solicitation
- **Requisition:** Approval to expend funds



# Request for Proposal (RFP)

- **Evaluation Committee:**
  - Member names
  - Evaluation Instructions/Ethics
  - Signed non-disclosure statements



## Request for Proposal (RFP)

- **High-Risk Contract:** Review of RFP prior to issuance (if applicable)
- **Offeror's List:** Firms solicited (minimum of four)
- **Posting:** VBO Confirmation of posting (RFP/Addenda)



# Request for Proposal (RFP)

- **RFP/Addenda:** As posted
- **Cancellation:** Documentation if solicitation is cancelled
- **Evaluation:** Criteria/weights



# Request for Proposal (RFP)

- **Pre-Proposal Conference:** List of attendees
- **Score Sheets**
  - Individual score sheets from each evaluation committee member



# Request for Proposal (RFP)

- **Score Sheets (continued)**
  - Consensus score sheet signed by each evaluation committee member
  - Final consensus score sheet signed by each evaluation committee member



# Request for Proposal (RFP)

- **Licenses:** If applicable for the work
- **Negotiation:** Documentation of results/Best and Final Offer (BAFO)
- **Narrative:** Summary of rating rationale for each proposal negotiated



## Request for Proposal (RFP)

- **Insurance:** Proof of insurance, (if applicable)
- **High-Risk Contract:** Review of contract prior to execution (if applicable)
- **Contract:** As executed



# Request for Proposal (RFP)

- **Contract Award:** Notice of Intent or Notice of Award; VBO posting
- **Bonds:** Performance/payment bonds (if applicable)



# Request for Proposal (RFP)

- **Successful Proposal(s):** Proposal(s) of firm(s) to which contract was awarded
- **Unsuccessful Proposals:** All other proposals received



# Request for Proposal (RFP)

- **Post Award**
  - Protest/response
  - Contract administrator assignment
  - Renewals



# Request for Proposal (RFP)

- **Post Award (continued)**
  - Change orders
  - Modifications
  - Contractor performance

# Addenda

April 5, 2017

## ADDENDUM NO. 1 TO ALL OFFERORS

Reference – Request for Proposal: E194-210  
Commodity: Interpretation and Translation Services  
Dated: March 3, 2017  
Proposals Due: April 12, 2017 at 1:00 PM EST  
Pre-Proposal Conference: March 31, 2017 at 9:00 AM EST

The above is hereby changed to read:

1. Section **IV. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS**, page 10 of 39, item A.ii. A total of five (5) hard copies of each proposal is required.

Note: A signed acknowledgment of this addendum must be received at the location indicated in the **IFB**. Failure to return the addendum may be grounds for declaring the **bid** nonresponsive. Signature on this addendum does not substitute for your signature on the original **bid** document. The original **bid** document must be signed.

Very truly yours,

Betty Buyer  
Statewide Strategic Sourcing Officer  
Phone: 804-786-5412  
betty.buyer@dgs.virginia.gov

# RFP Scoring

Initial Evaluation Scoring

RFP E194-210 Interpretation and Translation Services

Date: May 18, 2017

TECHNICAL EVALUATION		Translation Specialists			Multiple Language Services			Voices of the World			No Speak Engineers, LLC		
Evaluation Criteria	Max Points	DJ	DC	SB	DJ	DC	SB	DJ	DC	SB	DJ	DC	SB
Specific Plans or Methodology/Approach	35	20.00	25.00	27.00	20.00	29.00	28.00	25.00	29.00	29.00	20.00	24.00	15.00
Experience and Qualifications of Firm/Personnel	35	10.00	29.00	28.00	20.00	30.00	30.00	20.00	30.00	30.00	20.00	29.00	25.00
Small Business Subcontracting Plan	10	0.00	0.00	0.00	10.00	10.00	10.00	0.00	0.00	0.00	10.00	10.00	10.00
Price	20	8.54	8.54	8.54	12.65	12.65	12.65	16.36	16.36	16.36	5.98	5.98	5.98
Individual Sub-total	100	38.54	62.54	63.54	62.65	81.65	80.65	61.36	75.36	75.36	55.98	68.98	55.98

## AVERAGE/TOTAL POINTS ASSIGNED TO EACH OFFEROR

Evaluation Criteria	Max Points	Translation Specialists	Multiple Language Services	Voices of the World	No Speak Engineers, LLC
Specific Plans or Methodology/Approach	35	24.00	25.67	27.67	19.67
Experience and Qualifications of Firm/Personnel	35	22.33	26.67	26.67	24.67
Small Business Subcontracting Plan	10	0.00	10.00	0.00	10.00
Price	20	8.54	12.65	16.36	5.98
TOTAL	100	54.87	74.98	70.69	60.31

Committee Members	3	Dwayne Johnson (DJ); Don Corleone (DC); Sandra Bullock (SB)
Statewide Strategic Sourcing Officer	1	Betty Buyer



# Sole Source



## APSPM Annex 8-B



## Sole Source

- **Written Determination:** Approved by agency head or designee
- **Ethics/Conflict of Interest Agreement:** Signed by all agency employees involved with sole source procurement



## Sole Source

- **Vendor Quote:** For goods/services being procured
- **Insurance/Licenses/References:** As applicable
- **Negotiation:** Documentation of results



## Sole Source

- **Price:** Documentation of reasonableness (vendor invoices, other entity purchases)
- **Contract Award:** VBO posting
- **Purchase Order:** As issued



# Sole Source

- **Post Award:** Protest/response

## Annex 8-C Sole Source - Non-Technology Goods and Services

All requests for non technology sole source purchases must meet the criteria established under §2.2-4303 E. of the Code of Virginia. The agency head or designee, is required to approve this form and thus, must be entered as an approver. The Department of General Services/Division of Purchases and Supply (DGS/DPS) must review and approve all non-technology requests exceeding \$50,000 except for entertainment (speakers, lecturers, musicians and performing artists) before issuance of any contract or purchase order. The agency must also assign their identifying number to this request.

Date Submitted: Wed, 30 Oct, 2019

Title: P194DPSMINIMUM - Sole Source - XYZ-123

Preparer: Mitchell, Kimberly,

On Behalf Of: Mitchell, Kimberly,

[NIGP Lookup](#)

NIGP Commodity Code(s): [68093](#)

NIGP Description: 68093 - Test Equipment and Supplies: Criminology Kits, Metal Reagents, Paraffin, Sexual Assault Exam Kits, etc. (Including Technical Equipment and Supplies Used in Police Laboratories)

Vendor Name: "Syndicate Chemistry

Total Amount of Sole Source: \$97,500.00 USD

Agency Request #: XYZ-123

Enter Brief Procurement Description:

Recent changes in federal and state law regarding marijuana and industrial hemp require the Commonwealth to identify and validate a new testing method capable of distinguishing marijuana and industrial hemp. The current Duquenois-Levine Field Test cannot differentiate. The cannabis typification field test kit used in Europe is the only field testing available in the market that can presumptively distinguish between industrial hemp and marijuana.

Explain why this is the only product/service that can meet the purchasing agency needs:

Through extensive research, a test kit has been developed, designed and validated by the Forensic Science Institute of Zurich that can presumptively distinguish industrial hemp from marijuana. This cannabis typification field test kit is the only kit available worldwide that can presumptively distinguish between legal industrial hemp and illegal marijuana. The test requires placing a small amount of suspected plant material into a pouch. Chemical reagents are released into the pouch by breaking glass ampules and the colorless solution will turn pink in the presence of industrial hemp and blue in the presence of marijuana.

Explain why this is the only practically available source from which to obtain this product/service:

Syndicate Chemistry was selected by the manufacturer to be the exclusive distributor for the United States. The testing kit is manufactured in China and shipped direct to the U.S distributor. The first 100 kits to begin the validation process were purchased from a distributor located in London, England, but their contract was later terminated by the manufacturer. As a result of the exclusive agreement, Syndicate Chemistry, a subsidiary of Syndicate Alliance is DFS' only source for the Cannabis Typification Testing Kit.

Explain why the price is considered reasonable:

Syndicate Chemistry has indicated that the price offered (\$6.00 per kit) is the same price offered to other accounts; therefore, it is considered to be reasonable.

Describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price for the taxpayers:

No negotiations are necessary, as the supplier has stated that the price is fair and reasonable.

Note: Agencies and institutions are delegated authority to make contract award only after the appropriate approval has been obtained on this form. This Sole Source form number must be entered as a comment on the final eVA Requisition Purchase using noncompetitive negotiation.



# Emergency!



## APSPM Chapter 9



# Emergency

## DANGER TO PERSONAL SAFETY/PROPERTY

- **Source:** Locate and obtain quote
- **Competition:** Obtain, if practicable
- **Licenses/Insurance:** Obtain, if applicable



# Emergency

## DANGER TO PERSONAL SAFETY/PROPERTY

- **Authorize:** Direct vendor to provide goods/perform services
- **Documentation:** Approval by agency head or designee of actions taken/rationale



# Emergency

## OTHER EMERGENCIES

- **Competition:** Obtain, if practicable
- **Evaluate:** Multiple quotes, if applicable



# Emergency

## OTHER EMERGENCIES

- **Price:** If only one quote received, document reasonableness (vendor invoices, other entity purchases)
- **Licenses/Insurance/References:** Obtain, if applicable



# Emergency

## OTHER EMERGENCIES

- **Authorize:** Select contractor to provide goods/perform services
- **Documentation:** Approval by agency head or designee of actions taken/rationale



# Emergency

## ALL EMERGENCIES

- **Contract Award:** VBO posting
- **Purchase Order:** As issued
- **Post Award:** Protest/response



# Beneficial Information





## Beneficial Information

- **Chronology:** Actions, dates, delays, etc.
- **Emails:** Documentation of significant actions



# Beneficial Information

- **Checklists or Table of Contents:** Map of where information is located in the procurement dossier.



# Excluded Information





## Excluded Information

- **Proprietary Information:** Requested by bidders/offerors in accordance with VPPA
- **Derogatory Comments:** Notes made on RFP score sheets, contract compliance reviews, or other documents



# Excluded Information

- **Post-It Notes:** Containing irrelevant information



# Best Practices





# Best Practices

## Do:

- Include all mandatory information
- Organize files
- Be consistent with file titles



# Best Practices

## Do:

- Build your file as procurement progresses
- Stick to the facts



# Best Practices

## Don't:

- Embellish
- Include unnecessary/irrelevant information
- Overfill folders
- Procrastinate



# Final Thoughts

what's  
your  
story ?