Procurement Services - Contracts

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Agenda

• Selecting a Contractor
  • Competition
  • Sole/Single Source
  • Job Order Contracting
• Requesting a Contract
  • Submitting a Requisition
  • Requisition Supporting Documentation
• Questions
Admin Guide Memo 51.2 - The University’s policy is that acquisition of products or services will be by competition between potential suppliers to the maximum practical extent subject to the requirements of quality, price and performance.
Selecting a Contractor

- Competition
  - Invitation to Bid (IFB)
    - Defined Scope of Work
    - Selection price based
  - Request for Proposal (RFP)
    - Scope of Work is more general
    - Selection based on multiple criteria
    - Criteria ranked and weighted in advance
Selecting a Contractor

- Invite only contractors licensed by the Contractors State License Board
- If conducting pre-bid meeting and site visit make attendance mandatory
- Questions and responses after pre-bid meeting should be in writing in the form of an addendum to the IFB/RFP
- Include contract template
- Request certificate of insurance as submittal
- Payment and Performance Bonds
- Do not share bid results with competitors
- Do not sign anything
Selecting a Contractor

• Sole/Single Source
  • Statement of facts supporting why contractor is uniquely qualified
  • Efforts made to locate other contractors
  • Documentation of price reasonableness
Selecting a Contractor

• Job Order Contracting (JOC)
  • Repair, maintenance, minor construction ($10,000 - $1,000,000)
  • Pricing based on construction catalog with pre-set unit prices to which contractor adds an adjustment factor
  • Two competitively bid contractors currently under contract
Requesting a Contract

• Generate purchase requisition as early as possible
• Select contract “yes”
• Brief description of project
• Project start and completion dates
• Stanford’s Project Manager contact info
• Contractor’s contact info
Requesting a Contract

- **Documentation**
  - Proposal or bid
  - RFP or IFB including addenda
  - Competing proposals or bids
  - Method of selection if not price based
  - Sole/Single Source Justification
  - Certificate of Insurance
Helpful Links

• For help submitting a requisition:
  finhelp@stanford.edu

• Contractor State License Board:
  https://www2.cslb.ca.gov/OnlineServices/CheckLicenseII/CheckLicense.aspx

• University’s Insurance Requirements:
## Contacts

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