

CONTRACTING GUIDE

It is the responsibility of the awarding office to meet the timelines necessary to secure Board and PSCRB approval. Generally, contracts requiring PSCRB approval must receive Board approval prior to consideration by the PSCRB.

Procurement related fiscal year timelines for submission of contracts, forms, checklists and other information can be found at the [Office of Procurement website](#):

INDEPENDENT CONTRACTOR

- Checklist - Independent Contractor Checklist with applicable forms

Independent Contractor Thresholds:

- Up to \$5,000
- \$5,000.01 - \$50,000
- \$50,000.01 - \$75,000
- Over \$75,000

Procurement Methods:

- No competitive procurement required
- PSCRB Preapproved Vendor Lists
- Two (2) written quotations
- Competitive Sealed Qualifications
- PSCRB Preapproved Vendor Lists
- Three (3) written quotations
- Competitive Sealed Qualifications
- PSCRB Preapproved Vendor Lists
- Competitive Sealed Bids
- Competitive Sealed Proposals
- Competitive Sealed Qualifications
- PSCRB Preapproved Vendor Lists

QUOTES

Written quotes shall, at a minimum, contain:

- ✓ On vendor letterhead
- ✓ A statement of price;
- ✓ Terms of the agreement;
- ✓ Description of services offered by the vendor to the agency; and,

CONTRACT WORKER

- Checklist - Contract Worker Checklist with applicable forms

Contract Worker Thresholds:

- Up to \$5,000
- \$5,000.01 - \$75,000
- Over \$75,000

Procurement Methods:

- No competitive procurement required
- Request for Application
- Request for Application
- Competitive Sealed Qualifications

REQUEST FOR PROPOSALS (RFP), REQUEST FOR QUALIFICATIONS/ APPLICATIONS (RFQ/A), AND INVITATION FOR BIDS (IFB):

- Checklist and submission form by the requesting office for release of an RFP, RFQ/A, or an IFB
- Checklist for the evaluation process of proposals, applications, or bids received

RESPONSIBILITIES OF THE AWARDING OFFICE

- ✓ Follow the instructions for the Tentative Timeline when developing the RFP, RFQ, RFA or IFB procurements.
- ✓ Proposals, IFBs, and RFQ/A's shall be solicited and must be reviewed and approved by the Director of Procurement prior to distribution to potential service providers or vendors.
- ✓ The awarding office should post the bids to the MDE website under the Public Notice section on the day of advertisement. The awarding office should also have the bids removed after the bid opening deadline.
- ✓ The awarding office will select an external/internal committee comprised of a minimum of five (5) individuals who have knowledge or expertise of the contract requirements prior to release of RFP, RFQ, RFA or IFB. This committee will evaluate and make the recommendations for award. Each evaluator must sign a Conflict of Interest form, End of Review form, Evaluator Guidelines, and a Statement of Confidentiality form. The awarding program office is responsible for assuring a conflict of interest does not exist with each evaluator.
- ✓ The awarding office will develop criteria for evaluating and will review the evaluation criteria with the evaluation committee prior to the committee's review. The program office

will also designate a staff member to be accessible to the evaluation committee during the evaluation process, should programmatic questions arise.

- ✓ The awarding office must tally scores and compile a summary score sheet detailing the results of the evaluation process and the recommendations for award. These documents along with the proposed board item, if required, shall be submitted to Procurement with a Contract Justification for review and approval.

- ✓ As provided in the RFP, discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements.

- ✓ Written notice of award shall be sent to the all offerors and notice of award shall be made available to the public.