

Two Tier Contracts for ITPS: How? & Why?

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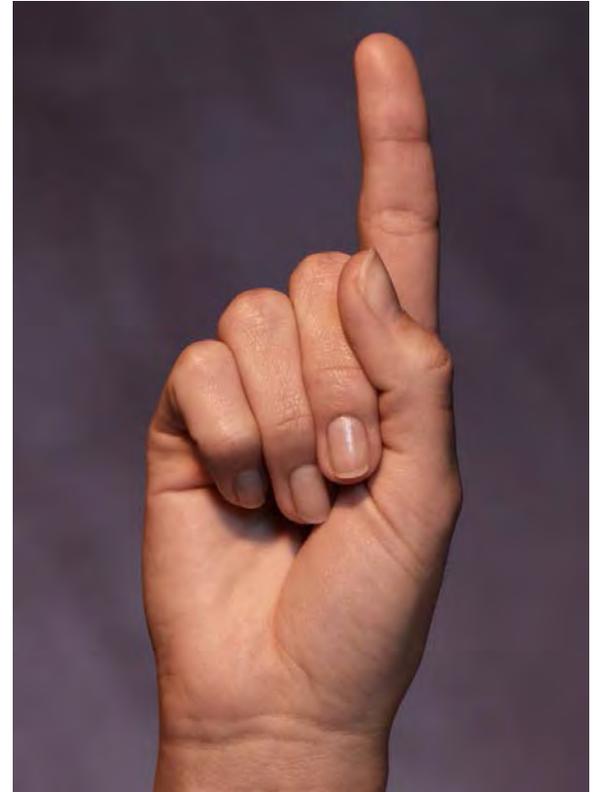
Program Overview

- The ITPS program is a two-tiered competitive solicitation program for different categories of IT services.
- Once prequalified in a category, a vendor becomes eligible to submit proposals for separately solicited state agency project work for **THAT CATEGORY ONLY.**



First Tier

- **First-Tier Prequalification**
 - Coordinated by DES
 - Agree to State of Washington terms & conditions.
 - Competency for the category applying
 - Experience
 - Licenses
 - Certificates
 - Admission to the prequalified vendor pool
 - The only vendors allowed to bid.



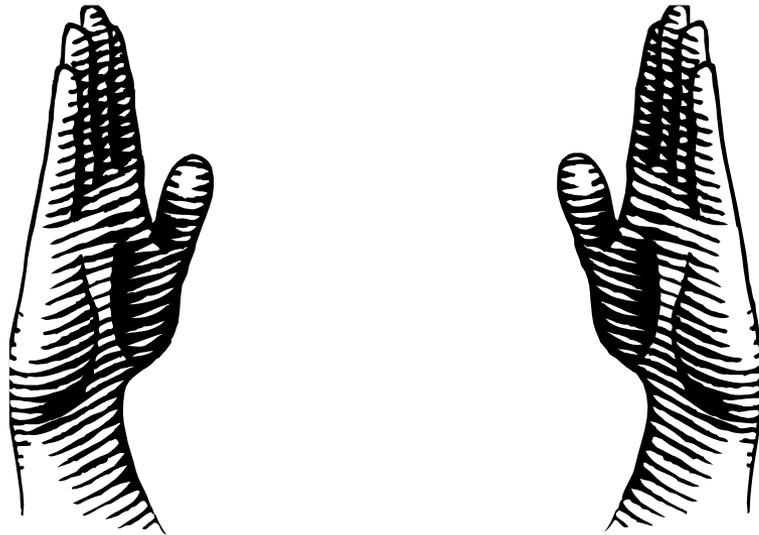
Second Tier

- **Project Work**
 - Separately coordinated by state agency purchasers
 - Solicitations including:
 - Statements of work
 - Evaluation criteria
 - Award
 - Administration



Why Do a Two Tier Contract?

- One size does NOT fit all!



How do I do this on my own??

ITPS Customer Resources

Customer Resources	Sample Documents
<ul style="list-style-type: none">• User Guide• Categories• Current Vendors	<ul style="list-style-type: none">• Solicitation (Work Request)• Solicitation Amendment• Contract (Work Order)• Contract Amendment• Purchaser Activity Report• Performance Report

<http://www.des.wa.gov/services/IT/ITContracts/ITMasterContract/ITPS/Pages/Purchasers.aspx>



Follow the Steps In the User Guide!

- **User Guide Steps:**

- Identify the appropriate IT service category from the list.
- Develop the solicitation using the template.
- Post to WEBS using the step by step instructions.

<http://www.des.wa.gov/services/IT/ITContracts/ITMasterContract/ITPS/Pages/Purchasers.aspx>



What Type of Categories do I have to choose from??

- **Currently offered:**
 - Funding Request, Financial Analysis
 - Business Analysis
 - QA and IV&V
 - PM
 - Architecture Planning and Development
 - Security Analysis
 - Enterprise Content Management
 - Contingency & Disaster Recovery Planning
 - Systems Analysis
 - Network & Systems Administration
 - Software QA & Testing
 - Desktop App Development & Training
 - GIS App Development
 - Workstation Install & Support
 - Client Server, Web & N-Tier App Development
 - General Mainframe Development
 - General DB Admin/DB Developer/DB Analyst



How do I Write a Statement of Work??

- **PROJECT DESCRIPTION**

- Background
- Location
- Scope of Work
- Period of Performance
- Work Requirements
- Deliverables
- Acceptance Criteria
- Additional Expectations



Evaluation Criteria

- Cost vs Non-Cost Factors
 - Cost
 - Cut and dry, apples to apples best price
 - Non Cost
 - May include:
 - Experience
 - Certifications
 - Best Solution to your business need
 - References
 - Reporting ability



Ready to Post!

- Let's fill in the details.

Step 1

You must complete the steps in order: Step 1, Step 2, Step 3 and Step 4 and fill out the fields from left to right for each step. The system will not allow you to complete the steps out of order and will prompt you with an error message.

Customer Reference Number *

System Assigned Identifier

Solicitation Title * (limited to 75 characters)

Description * (limited to 250 characters)



Posting Continued

Solicitation Type *

Choose Type ▾

Open or Selective *

Selective ▾



Selection Criteria * (limited to 1000 characters, required only for selective solicitations)

Note: Any and all documents posted to WEBS are public record and are subject to disclosure. Please keep this in mind when posting documents that may contain sensitive information.

NOTE: If no link to download the solicitation is available, then this is a "selective" opportunity, open only to bidders who belong to a pre-qualified bidder pool based on a previous solicitation in which they participated for future work opportunities under

The Post Date is the date the solicitation will post to the solicitation calendar. The Inactive Date is the date the solicitation will drop off the solicitation calendar.

Posting Date *

8 ▾ / 29 ▾ / 2014 ▾

Inactive Date *

1 ▾ / 1 ▾ / 2004 ▾



Posting Continued

- How do I make sure only the prequalified vendors can see my solicitation?

Step 2 - Make sure you have completed Step 1 before proceeding.

Select the county where the Goods are to be delivered or the Services to be performed.

Counties* [Select Counties](#)

Please select a commodity code for this solicitation. This selection does not affect vendor notification.

Comm Codes* [Select Comm Codes](#)

ANY Code will do!

Step 3 - Make sure you have completed Steps 1 and 2 before proceeding.

Step 3 builds your vendor list for notification.

SELECT VENDORS FOR NOTIFICATION BY:

COMMODITY CODE/COUNTY 

It is the counties where the vendors indicated they are willing to provide service in.

PREQUAL LIST 

VENDOR SEARCH 



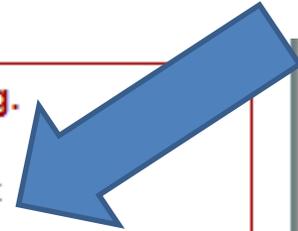
Posting Continued

- Uploading Documents

Step 4 - Make sure you have completed Steps 1, 2 and 3 before proceeding.

Solicitation Document Name *
(50 character file name limit)

→ [Upload Solicitation Document](#)



No File Uploaded

Solicitation Amendment Name
(50 character file name limit)

→ [Upload Solicitation Amendment](#)

No File Uploaded
Amendments Not Yet Posted



Oops! I need to change something...

- Don't stress!



- Customize the sample “Solicitation Amendment”.
 - Decide if the change is important enough to have the vendor acknowledge it (sign & return OR not).
- Post it the same way you did your solicitation.



Posting Continued

- Uploading Documents

Step 4 - Make sure you have completed Steps 1, 2 and 3 before proceeding.

Solicitation Document Name *
(50 character file name limit)

→ [Upload Solicitation Document](#)

 Browse...

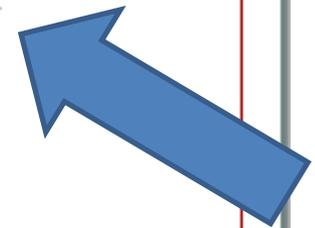
No File Uploaded

Solicitation Amendment Name
(50 character file name limit)

→ [Upload Solicitation Amendment](#)

 Browse...

No File Uploaded
Amendments Not Yet Posted



Scoring

- How do I score the vendors?
 - Cost & Non-Cost Factors
 - What's important to you?
 - **HOW** important is it?
 - Fairly, equitably & transparently



You've Selected a Vendor- The Contract

- We've created a sample contract with the general terms and conditions including:
 - Changes
 - Billing
 - Insurance
 - General Security
 - Subcontracts
 - Performance
 - Order of Precedence
 - Debarment



The Contract Continued...

- **Customize to your situation**
 - Contract Name or Number
 - Contractor Info
 - Master Contract Number
 - Purpose
 - Period of Performance
 - Compensation
 - Scope
 - Workstation?



Purchaser Activity Report

- You've got a contract and are almost home... Last step?
- File your Purchaser Activity Report!
 - This report allows us to keep track of the contract and the vendors on it.
 - What contracts are popular?
 - How much money are vendors charging?
 - Can we improve?



Thank you

Questions?

Thank you for attending!

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