

STAR Strategic Sourcing Module: Advanced Workshop

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Agenda

- What's New in Strategic Sourcing?
- Let's Hear From You!
- Administrative Tasks: Manage Administrative Docs
- Download Event Documents
- Define Scoring: Total Points vs Rating Scale
- Proxy Entries & New Bidder IDs
- Bidder Communication
- Sourcing Event Workbench
- STAR Strategic Sourcing Resources and Training



What's New in Strategic Sourcing?

- **CC Communications:**

Agency Contact

Name:

Email: CC Communication

Phone: Phone Ext.: Fax:

- **Bidder Registration:** Cannot register without an NIGP Code
- **Award Comments:** Appear on Bidder Responses and Single Bidder Response Reports generated from Download Event Documents
- **Evaluator Comments:** Appear on Score Summary generated from Download Event Documents and in the Score Details in Scoring Results



What's New in Strategic Sourcing?

- Q&A Message for Bidders

Event Number: 11469
Event Type: Request for Proposal
Event Status: In Development
Solicitation Reference #: AD210892
Title: Service Award Program Administrator Services
Business Unit/Agency: 50500 Department of Administration
Q&A Message for Bidders: No questions have been answered yet

Event Number: 11539
Event Type: Request for Proposal
Event Status: Posted/Awaiting Responses
Solicitation Reference #: IN210890
Title: Actuarial Consulting Services
Business Unit/Agency: 14500 Commissioner of Insurance
Q&A Message for Bidders: Questions have been answered.

SUPPORTING DOCUMENTS

QUESTIONS & ANSWERS

No questions have been answered yet

Ask a Question

SUPPORTING DOCUMENTS

QUESTIONS & ANSWERS

Questions have been answered.

(1) General Question:

What are the hourly rates currently



What's New in Strategic Sourcing?

- Hide from Evaluator checkbox

9 (2) REQUIRED FORMS AND SUPPORTING DOCUMENTS

Additional Bidder Uploads

FILE NAME	HIDE FROM EVALUATOR	LAST UPDATE DATE/TIME
Clearwater_Reports.pdf	<input type="checkbox"/>	02/06/20 4:54:30PM
SLIF_and_IPFCF_Proposal.pdf	<input type="checkbox"/>	02/06/20 4:56:48PM
State_Life_Insurance_Fund_Complete_RFP.pdf	<input checked="" type="checkbox"/>	02/06/20 5:18:30PM

Return





Let's Hear From You!

- What issues are you running into?
- Any questions or concerns about an upcoming RFB or RFP?
- First Evaluation Committee meeting coming up? Unsure what to expect?
- Anything you want additional information on?



Administrative Tasks: Manage Administrative Docs

- The official procurement file:

Administrative Documents

Event Number: 10922
 Title: Bulk Food Processing-Pork Taco Filling
 Solicitation Reference #: PA210828 Business Unit: 25500

Documents Personalize | Find | View All | [Print]

Select	Title	Last Update Date	
<input type="checkbox"/>	Procurement Plan PA210828	Procurement_Plan_Pork_Taco_Filling__SY2020-21.doc	08/09/2019 7:58:14AM
<input type="checkbox"/>	Public Notice PA210828	Wisconsin.gov_-_Public_Notices.pdf	08/09/2019 7:58:14AM LAWLEPXXQW
<input type="checkbox"/>	Compliance and Price Abstract	PA2100828_Compliance_and_Price_Abstract.xlsx	01/09/2020 11:57:25AM LAWLEPXXQW
<input type="checkbox"/>	Admin Review Briefing	Admin_Review_Briefing_PA210828.docx	01/09/2020 11:58:06AM LAWLEPXXQW
<input type="checkbox"/>	Admin Review Sign Off	Admin_Review_Sign_off.pdf	01/09/2020 11:58:06AM LAWLEPXXQW
<input type="checkbox"/>	Notice of Intent to Award	Notice_of_Intent_to_Award.pdf	01/09/2020 11:58:45AM LAWLEPXXQW
<input type="checkbox"/>	Taste Test Notification to JTM	Taste_Test_Notification_Pork.docx	01/09/2020 12:03:13PM LAWLEPXXQW
<input type="checkbox"/>	Taste Test Results	PorkTacoFilling-Combined.xlsx	01/09/2020 12:03:31PM LAWLEPXXQW
<input type="checkbox"/>	Bidder Outreach record	Bidder_Outreach.docx	01/30/2020 10:09:49AM LAWLEPXXQW
<input type="checkbox"/>	JTM Pork Taco Contract	JTM_Provision_Co-Pork_Taco_Filling-7.1.20-6.30.21.pdf	01/30/2020 10:09:49AM LAWLEPXXQW

Administrative Tasks

Manage Administrative Docs	Go
Manage Event Security	Go
Bidder Communications	N/A
Event Q&A	N/A
Proxy for Bidder	N/A
Select Responses for Scoring	N/A
Evaluation Progress	N/A
Award	N/A



Download Event Documents

Procurement Center > Strategic Sourcing > Event Development > Download Event Documents



Download

Download All Event Related Documents

Event Number 10049 Business Unit 14400
Event Type Request for Proposal
Title Investment Advisory and Performance Analysis

▼ Reports

- Download All Attachments
- Event Bid Factors
- Event Bidder List
- Event Communications
- Event History
- Event NIGP Codes
- Event Q&A
- Event Users
- Bidder Response Summary
- Bidder Responses
- Single Bidder Response
- Score Summary

Define Scoring: Total Points vs Rating Scale

Total Points

- Total number of points available to Bidders
- Includes scored sections and cost proposal

Rating Scale

- The scale the Evaluation Committee uses to apply scores to sections
- Defaults to 10
- All scored sections use the same Rating Scale
- You cannot have different sections with different Rating Scales



Define Scoring: Total Points vs Rating Scale

Setup Scoring

Event Number: 10069

Title: Cigarette Tax Stamp Printing and Distribution Services

Scoring Parameters

Rating Scale: 3050

Total Points: 3600

Distribute

Calculate

Clear/Start Over

Point Assignment

Section Title

1 PROPOSAL RESPONSE

\$:



Lock by

Points

Points

3050

Percent

85

2 Cost Proposal

\$:



Points

550

15



Define Scoring: Total Points vs Rating Scale

Scoring Parameters

Rating Scale: 10

Total Points: 1000

Distribute

Calculate

Clear/Start Over

Point Assignment

<u>Section Title</u>	<u>\$:</u>		<u>Lock by</u>	<u>Points</u>	<u>Percent</u>
5 GENERAL REQUIREMENTS (400 POINTS)	<input type="checkbox"/>		Points	400	40
5.1 Organizational Capabilities #1	<input type="checkbox"/>		Points	200	50
5.2 Organizational Capabilities #2	<input type="checkbox"/>		Points	100	25
5.3 Staff Qualifications	<input type="checkbox"/>		No	100	25
6 TECHNICAL REQUIREMENTS (400 POINTS)	<input type="checkbox"/>		Points	400	40
6.1 Technical Requirement #1	<input type="checkbox"/>		Points	200	50
6.2 Technical Requirement #2	<input type="checkbox"/>		No	200	50
7 COST PROPOSAL (200 POINTS)	<input checked="" type="checkbox"/>		No	200	20



Define Scoring: Rating on a Consistent Scale

Rating Scale	Evaluator Score	Available Section Points	Weighted Section Points Awarded
0 – 10	8	200	?

$$\left(\frac{\text{Evaluator Score} = 8}{\text{Rating Scale Maximum} = 10} \right) \times \text{Available Section Points} = 200$$

Weighted Section Points Awarded = 160



Proxy Entries & New Bidder IDs

- Ensure response is complete before adding by proxy
- Cannot add documents received from clarifications
- When Proxy Bids are added, Bidder will receive email with Bidder ID

State of Wisconsin Bidder Registration Confirmation



STARdonotreply@wisconsin.gov

To STAR STRATEGIC SOURCING



Fri 9/20

This is a confirmation that the following e-mail address has been used to register as a bidder in the State of Wisconsin eSupplier system



Your bidder ID is **0000005506**



Bidder Communications

Sending Bidder Communications through Strategic Sourcing:

Pros:

- Already in the Procurement File
- Bidders can respond through Strategic Sourcing

Cons:

- Out of Office responses are not received
- If there's a time constraint – highly suggest sending communication through Outlook
- No read receipts



Bidder Communications

- Sourcing manager must initiate communication through the event
- Sourcing manager must keep the Allow Responses box checked (it's checked by default)
- May include more than one bidder
- Bidder will see new communications when they login to eSupplier



The screenshot shows the eSupplier portal interface. At the top left is the Wisconsin Department of Administration logo. The main header is "eSupplier". Below this is a dark blue bar with "My INFORMATION" in white. Underneath, there are two columns of links. The left column is titled "ACCOUNT OPTIONS" and contains links for "My NIGP Codes", "My Responses", "My Profile", and "My Communications". The right column contains "Company" (STAR Testing), "Logged in as" (STARTESTING), and "Your Bidder ID" (0000001228). A red oval highlights a notification at the bottom: "You have a new communication".



Bidder Communications

- Bidders can easily identify new communications
- Bidders can send a response from eSupplier directly back to Sourcing Manager/event

My Communications

SUBJECT	STATUS	SENT DATE/TIME
State of Wisconsin Solicitation RFP #28310-MH, Event 10990	Not Read	09/26/2019 3:42:50PM CDT
State of Wisconsin Solicitation RFP #28310-MH, Event 10990	Answered	09/20/2019 8:47:21AM CDT
State of Wisconsin Solicitation COMMENT TEST, Event 10988	Answered	09/06/2019 12:54:37PM CDT



Bidder Communications

- Replies are date/time stamped and are always available to the bidder

Bidder Communications

REGARDING SOLICITATION

Event Number: 10990
Title: Information Technology Vendor Managed Services and Solution
Reference #: RFP #28310-MH

COMMUNICATION FROM THE STATE OF WISCONSIN

Subject: State of Wisconsin Solicitation RFP #28310-MH, Event 10990 Date Sent: 09/20/2019

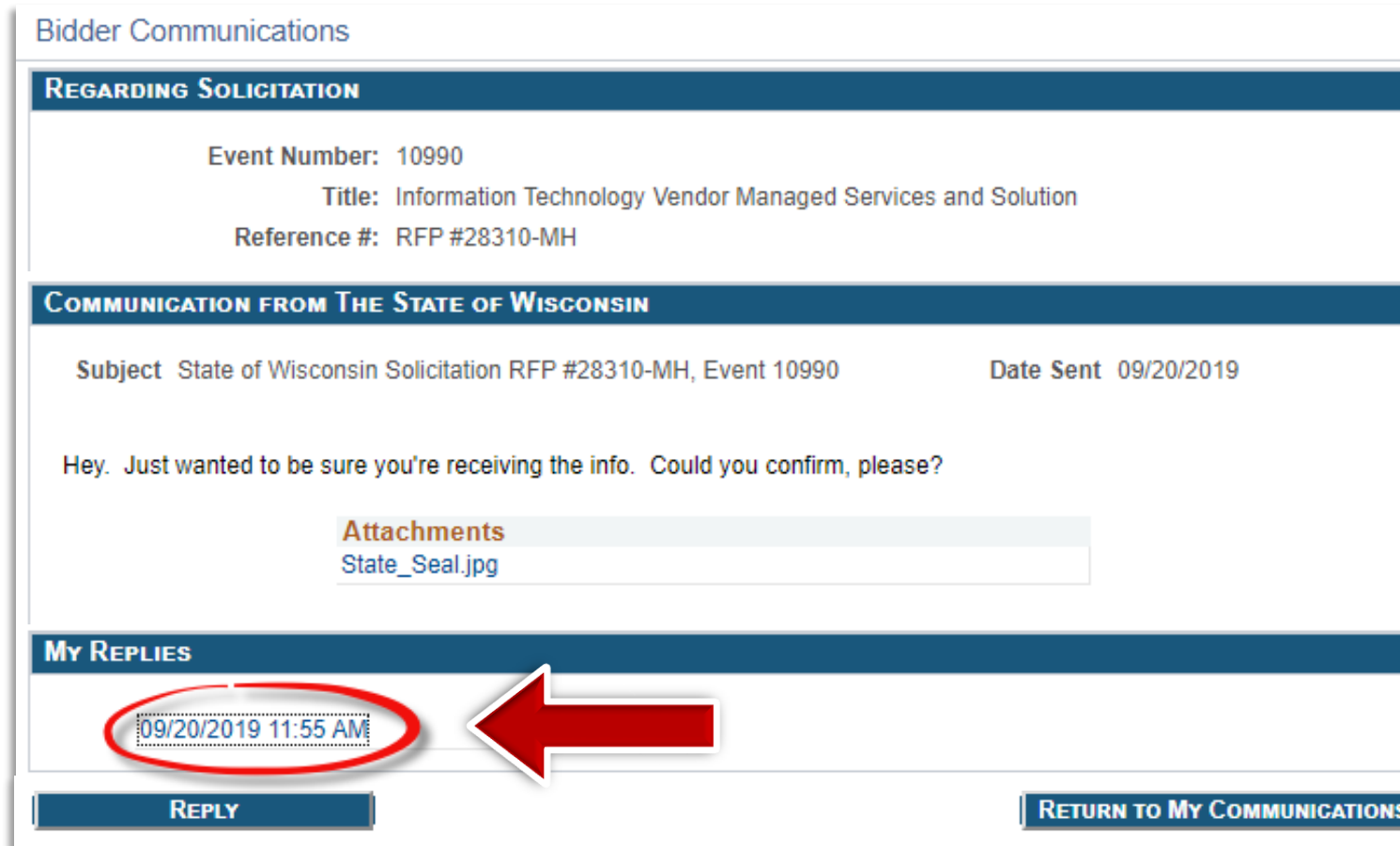
Hey. Just wanted to be sure you're receiving the info. Could you confirm, please?

Attachments
[State_Seal.jpg](#)

MY REPLIES

09/20/2019 11:55 AM

REPLY **RETURN TO MY COMMUNICATIONS**









Sourcing Event Workbench

- **Using Fluid Tiles:** Procurement Center > Strategic Sourcing will open directly to the Sourcing Event Workbench
 - One-stop resource for all Events available to you

Sourcing Event Workbench

▼ Search Criteria

Business Unit  Available From Date  To Date 


Event Number  Response Due Date From  End Due Date 

Event Type


Event Status

Solicitation Reference #

Title

Created By 

NIGP Filter ? [NIGP Codes](#)

Search Mode 



STAR Strategic Sourcing Module Resources

- [STARConnection.wi.gov](https://www.starconnection.wi.gov)
 - Resources > Finance & Procurement > Job Aids, search for “Strategic Sourcing”
- [SBOP Website](#)
- Contact STAR (STARSupport@wisconsin.gov) or SBOP (DOAWisPro@wisconsin.gov) prior to entering an event!
- Browse the SBOP Newsletter’s [SS Tips & Tricks](#) article archive
- Strategic Sourcing classes are planned for 2021
 - Sign up on the [SBOP Training Page](#) to be notified when the next SS classes become available and to receive detailed registration instructions



Questions?

Thanks for participating!

