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

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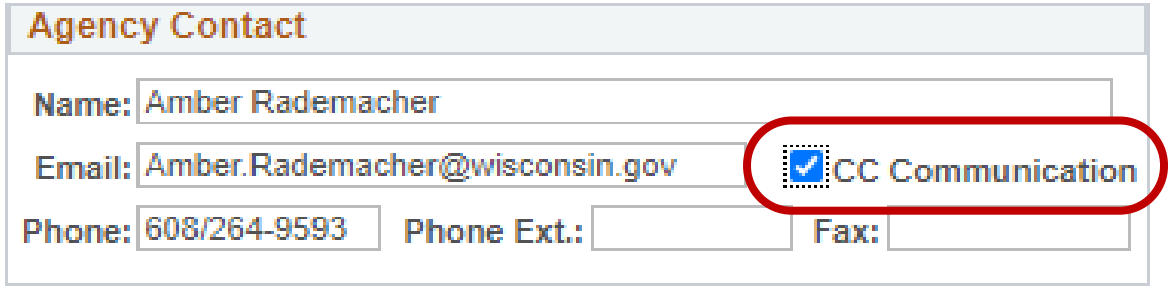
What's New in Strategic Sourcing?

- **CC Communications:**



- **Bidder Registration:** Cannot register without an NIGP Code
- **Award Comments:** Appear on Bidder Reponses 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

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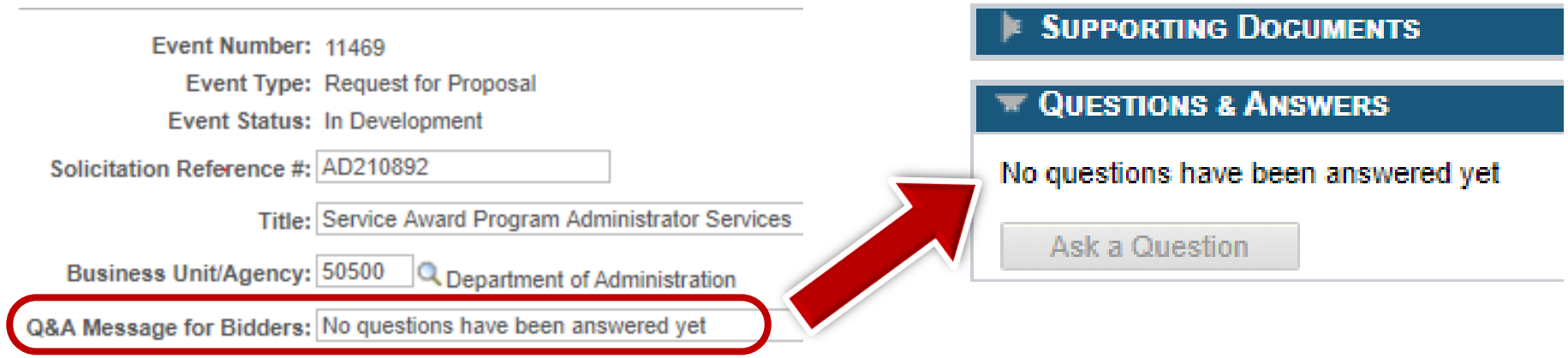
What's New in Strategic Sourcing?

- Q&A Message for Bidders



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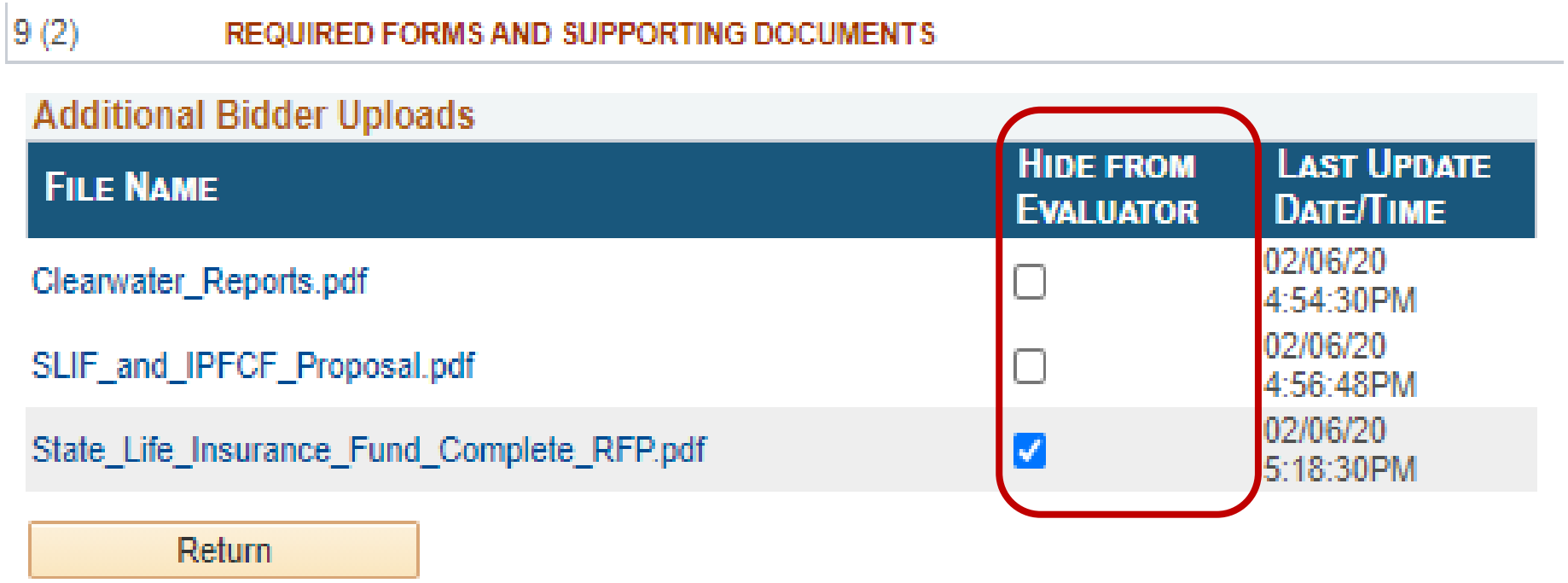
What's New in Strategic Sourcing?

- Hide from Evaluator checkbox

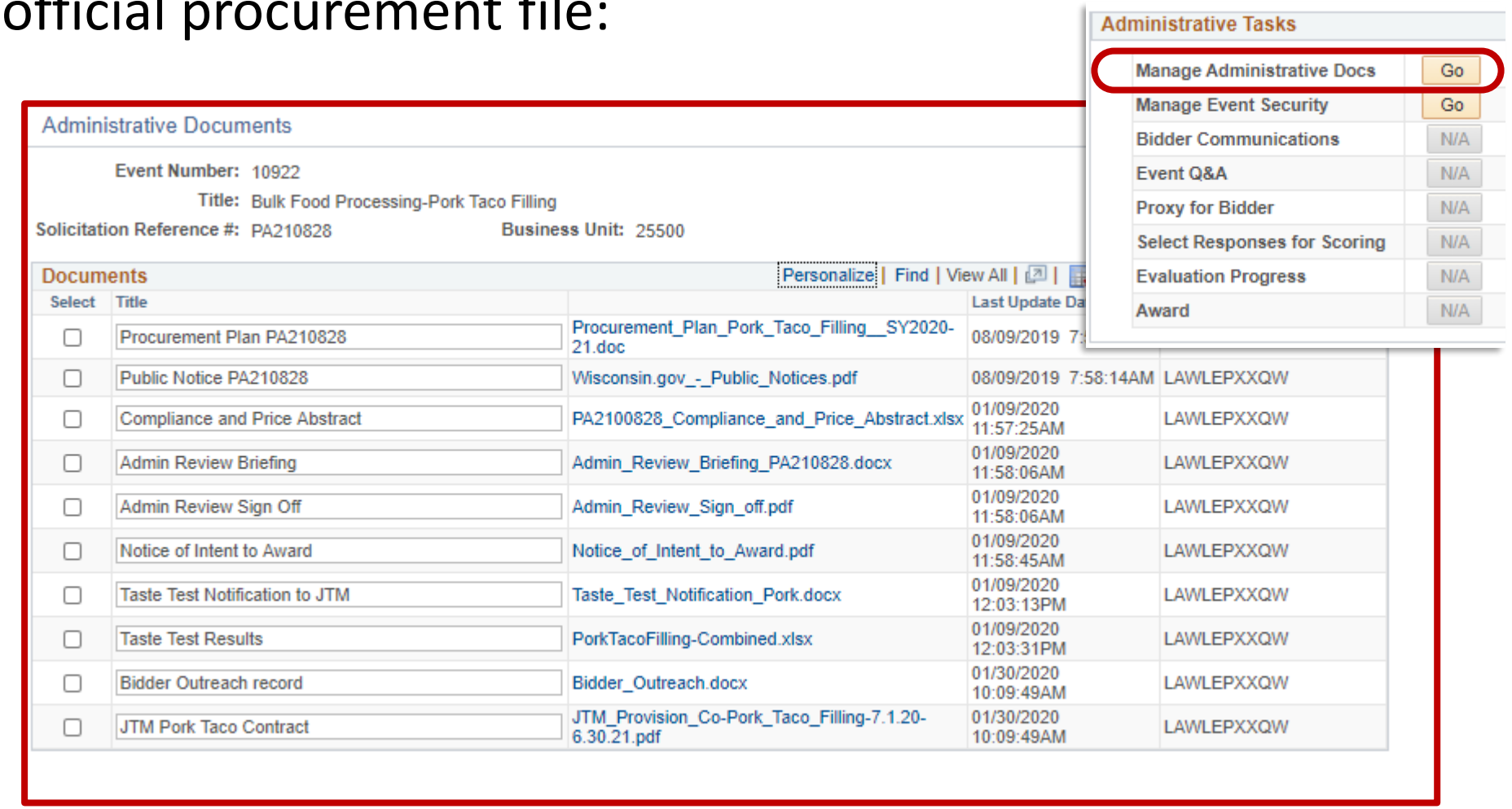


Let’s Hear From You!

- 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 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

Administrative Documents

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

Documents — Personalize | Find | View All

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

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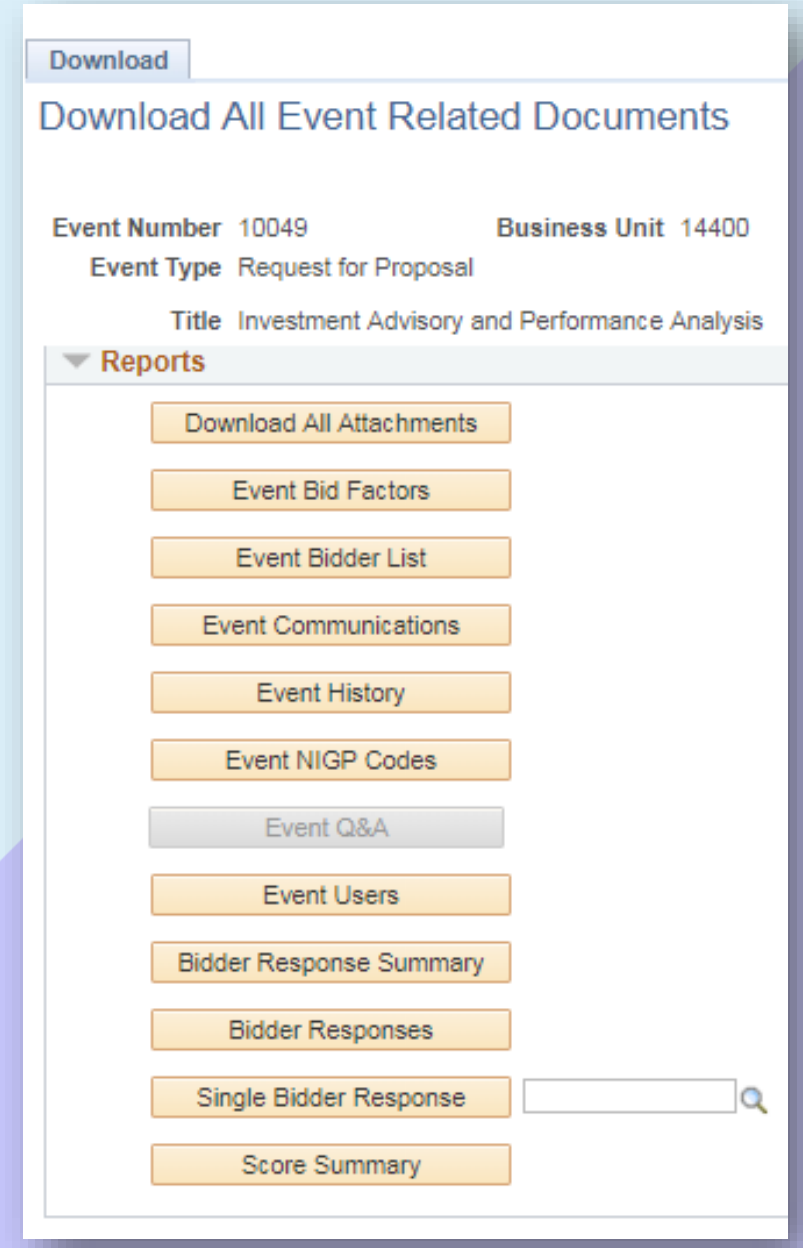
Download Event Documents

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



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

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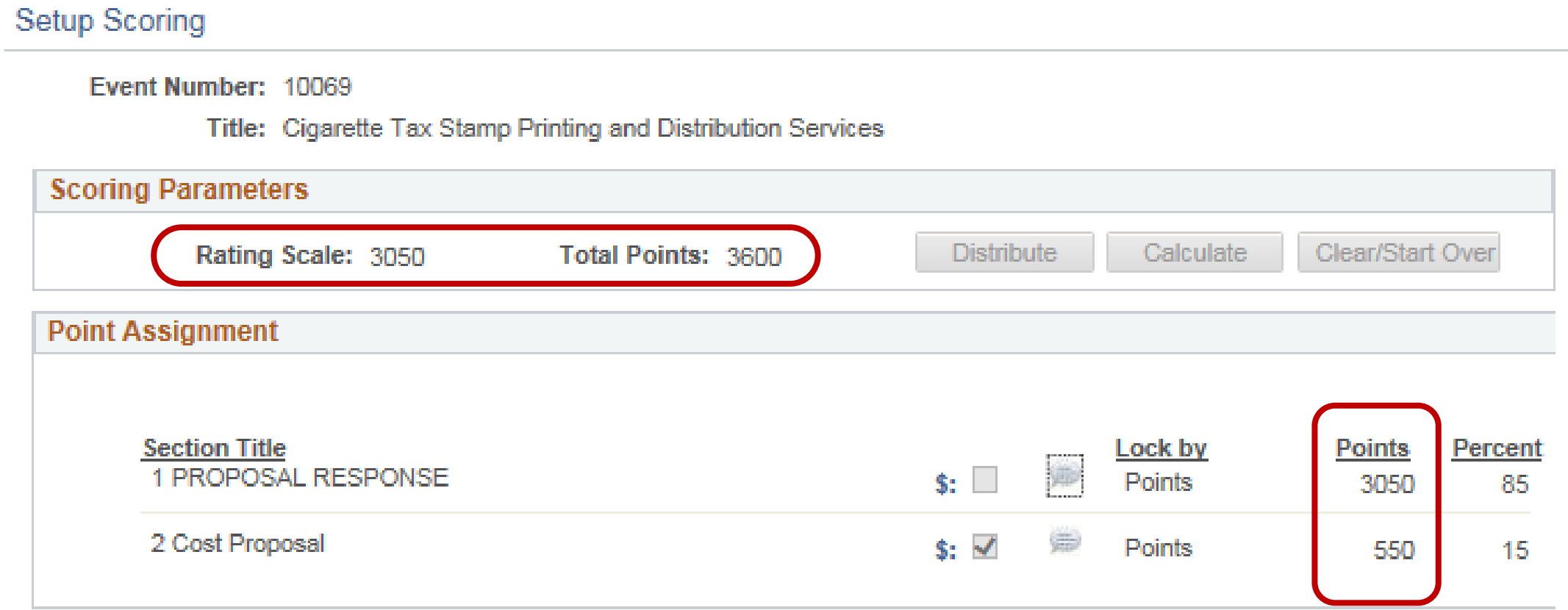
Define Scoring: Total Points vs Rating Scale



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Define Scoring: Total Points vs Rating Scale

Scoring Parameters

Rating Scale: 10 **Total Points:** 1000 Distribute | Calculate | Clear/Start Over

Point Assignment

Section Title		Lock by	Points	Percent
5 GENERAL REQUIREMENTS (400 POINTS)	$: ☐	Points	400	40
5.1 Organizational Capabilities #1	$: ☐	Points	200	50
5.2 Organizational Capabilities #2	$: ☐	Points	100	25
5.3 Staff Qualifications	$: ☐	No	100	25
6 TECHNICAL REQUIREMENTS (400 POINTS)	$: ☐	Points	400	40
6.1 Technical Requirement #1	$: ☐	Points	200	50
6.2 Technical Requirement #2	$: ☐	No	200	50
7 COST PROPOSAL (200 POINTS)	$: ☑	No	200	20

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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

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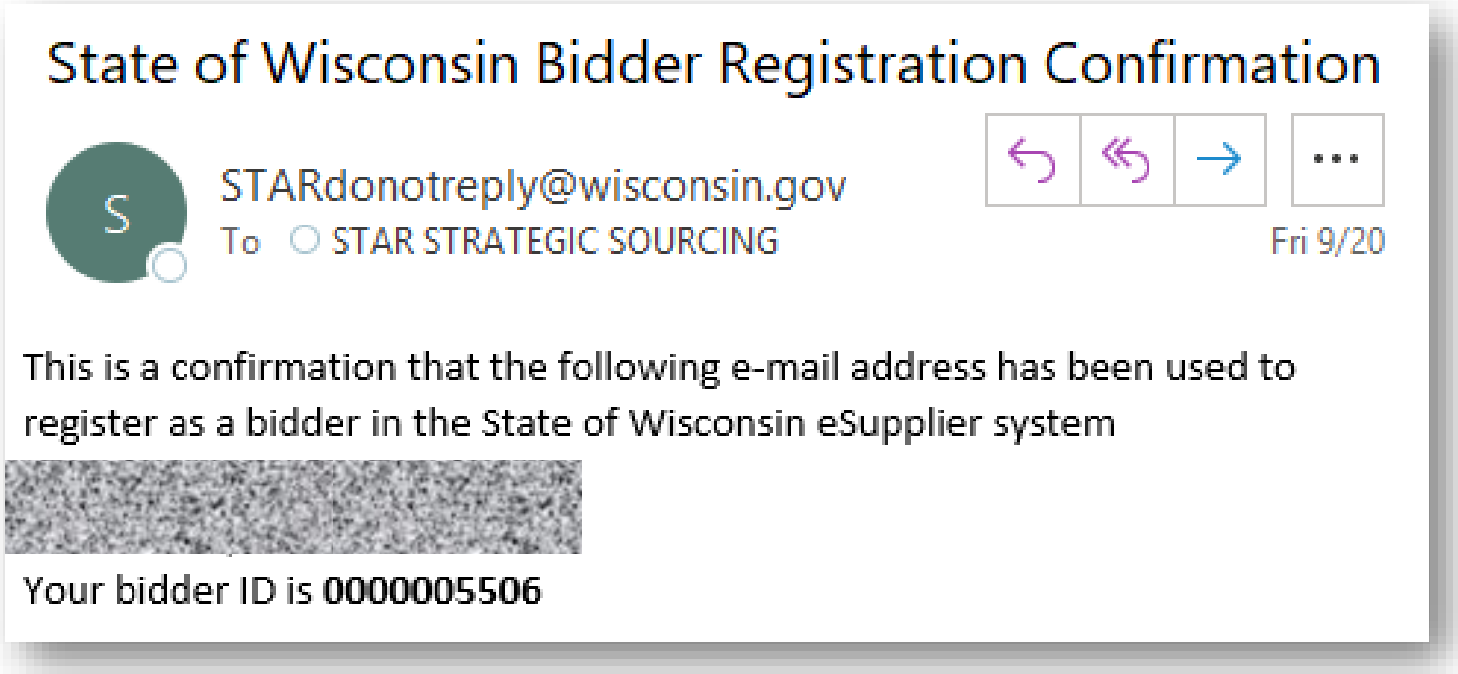
Proxy Entries & New Bidder IDs

- 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

S

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

[redacted]

Your bidder ID is **0000005506**

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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

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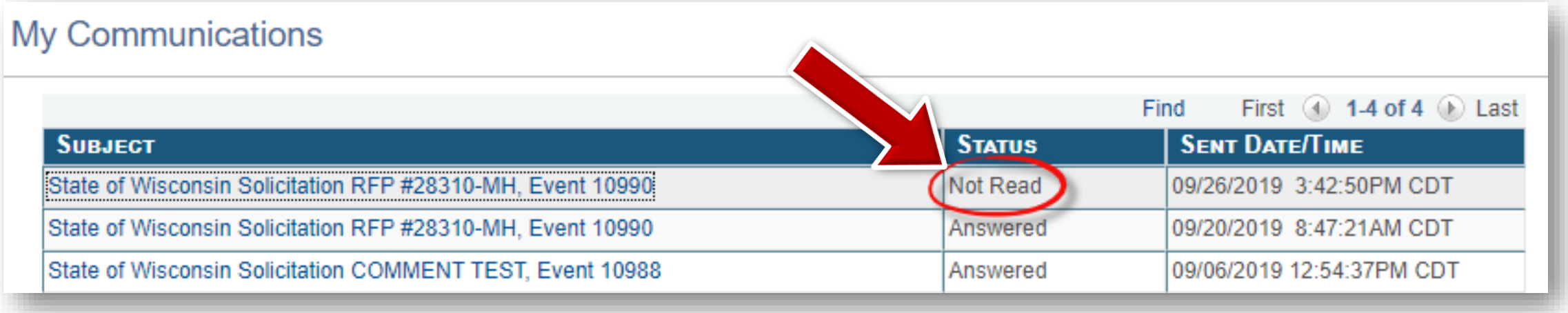
Bidder Communications

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



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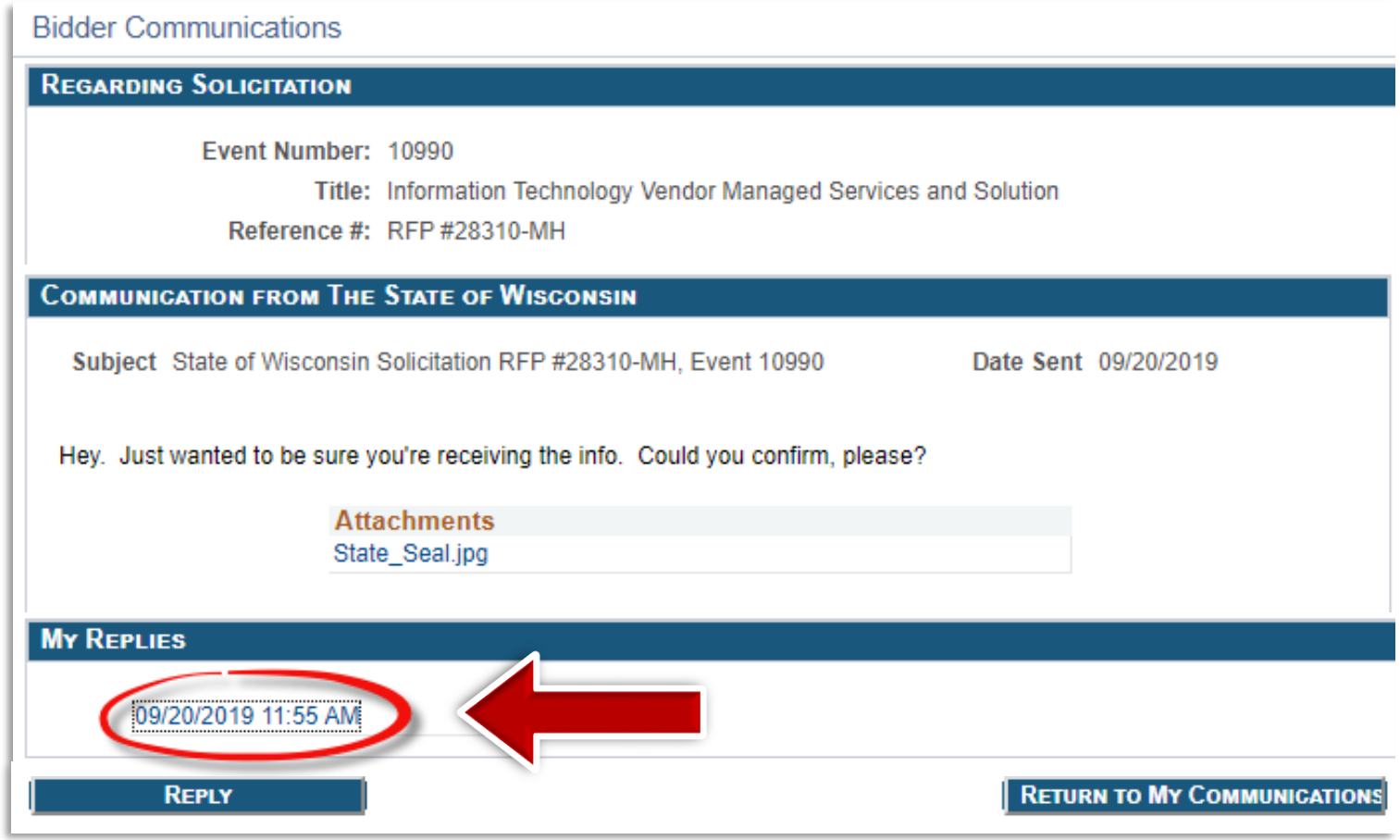
Bidder Communications

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



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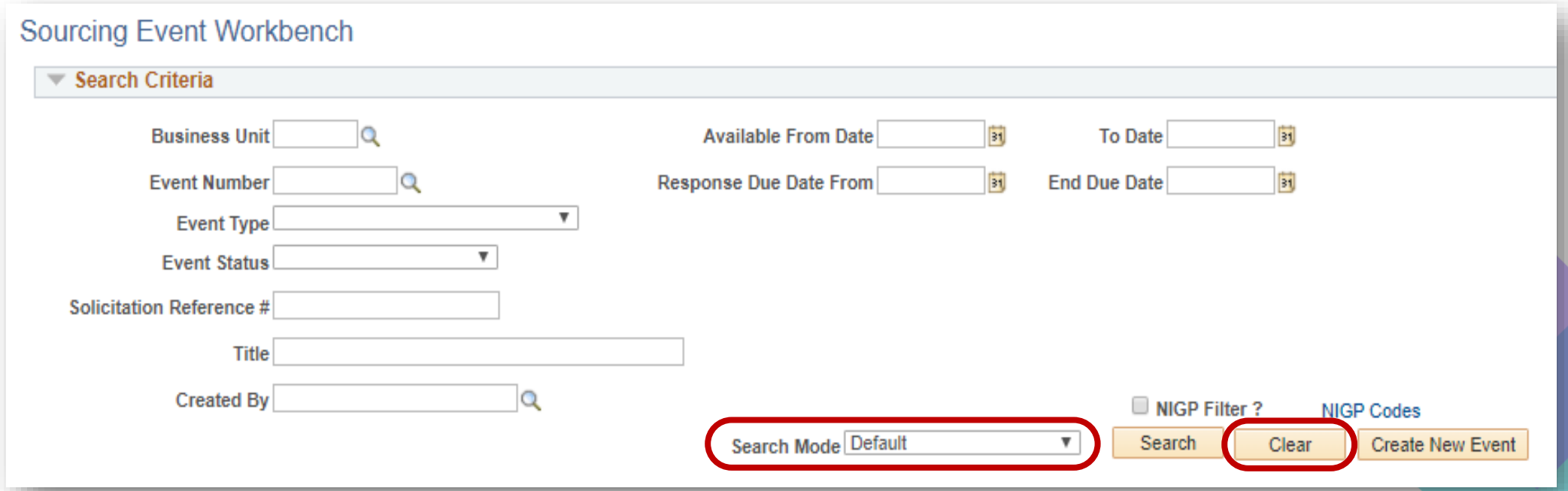
Sourcing Event Workbench

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



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STAR Strategic Sourcing Module Resources

- 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

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Questions?

Thanks for participating!