



SBOP Standard Operating Procedures

Administrative Review Briefing Process

Last updated: 4/12/2021

Overview

This SOP outlines the Bureau's Administrative Review (Admin Review) process. The Administrative Review Committee evaluates all contract awards and vendor disqualifications from any RFB or RFP before the decision is finalized and announced to ensure all procurement policies, procedures, and applicable laws have been followed.

Purpose

The Admin Review process provides guidance to staff regarding the following procurement actions:

- All intended awards resulting from official Solicitations
- All intended Bidder disqualifications

Optional Admin Reviews may be scheduled at the request of the Section Chiefs.

Administrative Review Committee

The core members of the Administrative Review Committee include:

- Deputy Division Administrator
- SBOP Director
- SBOP Deputy Director
- SBOP Section Chiefs

Process Overview

1. Procurement Specialists notify their Section Chief that a review is needed.
2. The Section Chief adds the agenda request to the Administrative Review Teams site.
3. The Section Chief and the Procurement Specialist meet with the Committee and provide the requested documents and a verbal summary.
4. The Committee will either approve the action or request further information.

Scheduling

Procurement Specialists will notify their Section Chief when they need to attend Admin Review. Section Chiefs shall submit requests for agenda topics into the Administrative Review Teams site by Tuesday at noon to be included in that week's Admin Review. Section Chiefs should upload documents into the agenda requests in Teams for visibility by the Committee. This will serve to confirm the Section Chief's request for review time.

Meeting Preparation

The Procurement Specialist must prepare the required documentation and provide it to their Section Chief prior to the Admin Review. If the documents are not available in sufficient time, the Section Chief will work with the Committee to determine if a shorter review time is feasible.

Necessary Documents

The following information should be provided for any review:

- RFB/RFP Document, including all supporting documents (e.g., cost sheets, appendices)
- Amendments issued, including Questions and Answers

- Clarifications and other correspondence with Bidders/Proposers
- Sign-off sheet, sent via DocuSign

If you are attending an ad hoc session, prepare documents accordingly.

In the case of an RFB, the lead procurement staff shall assemble the following documents:

- Admin Review Briefing Document (created from the [Admin Review Briefing Template](#))
- Abstract

In the case of an RFP, the lead procurement staff shall assemble the following documents:

- Evaluation Committee Report
- Evaluation Committee Abstract
- BAFO Information
- Benchmarks

In addition, the lead procurement staff should be prepared to discuss:

- Any changes from the previous solicitation, if applicable
- General market conditions
- Bidders lists
- Previous bid results
- Previous contract issues
- Outreach efforts
- Cost comparisons

You should have the final procurement file ready in Strategic Sourcing before the meeting (see [DOA-3840: SPM Recordkeeping Checklist](#)).

Admin Review Action & Documents Required	Pre-Posting Admin Review	Bidder Disqualification*	Bidder Clarification	Intent to Award or Award*
<i>Admin Review Briefing Document, Evaluation Committee Report</i>		X		X
<i>Abstract</i>				X
<i>Amendments, Questions & Answers</i>				X
<i>Copy of Bidder Response(s)</i>		X	X	X
<i>Operative Solicitation Requirements</i>	X	X	X	X
<i>Relevant Bidder Communication**</i>		X	X	X
<i>Draft Clarification Documents</i>			X	
<i>Draft Disqualification</i>		X		

*Denotes that only the Administrative Committee may disqualify a Bidder.

** Must include any Bidder Clarifications completed.

Admin Review Meetings

The Procurement Specialist will provide detailed information regarding the procurement action and thoroughly answer all questions from the Administrative Review Committee. Information should be organized to concisely summarize the Solicitation and the process used to determine the Award. Explanations and information already contained in the Bid Document may be communicated to the Committee verbally and referenced by the applicable sections of the Solicitation during the presentation.

If needed, the Section Chief will assist the Procurement Specialist with next steps.

Meeting Outcomes

The results from the Admin Review meeting could go as follows:

1. Approved
2. Approved with conditions
3. Provide more guidance on how to move forward

Staff must obtain written approval through DocuSign from the members of the Committee that were present at the review.

Related Materials

- [Admin Review Briefing Template](#)
- [DOA-3840: SPM Recordkeeping Checklist](#)