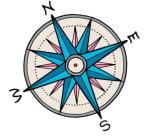
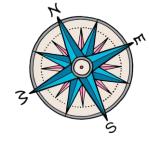
## STAR Strategic Sourcing Advanced Workshop

PRESENTED BY: CHERYL EDGINGTON, SBOP JOHN DRISCOLL, STAR SCOTT BUTCHER, STAR



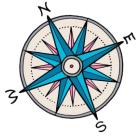
## Session Agenda

- •Quick introduction to the STAR Strategic Sourcing Module and eSupplier Portal
- Identify tasks within the sourcing event life cycle
  - Answers to common questions
  - Best Practice Solutions
- Address Agency-specific issues/questions
- •Resources
  - Agency
  - Vendor



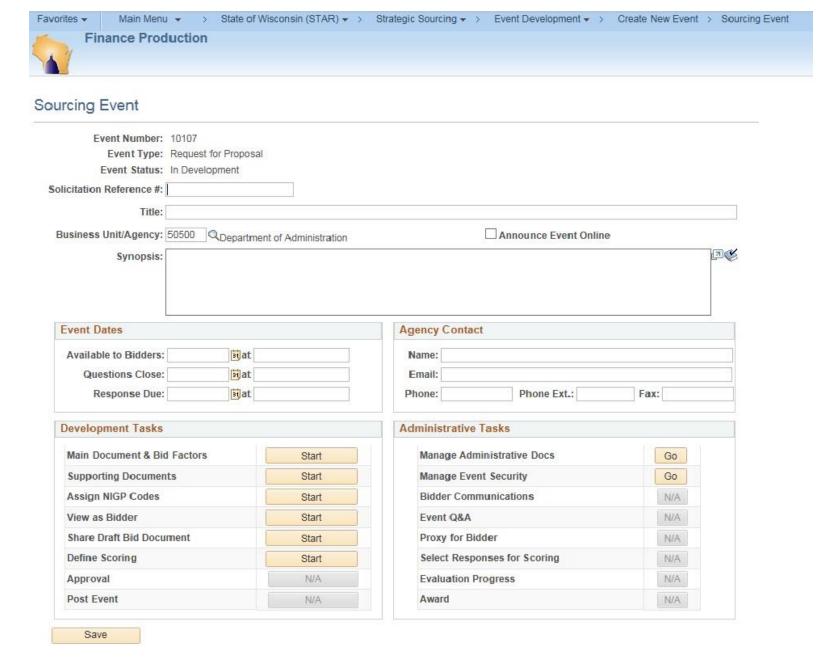
## Notes about the Session

- •This session is intended to be an advanced workshop for the STAR Strategic Sourcing module
- This session was designed for participants who:
  Have been trained on use of the module
  - •Have taken the State Bureau of Procurement training courses



## Introduction: STAR Strategic Souring

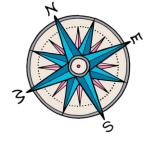
- •Online system used to manage all aspects of the procurement process
- •Solicitations are referred to as sourcing events in the module
- All delegated agencies are now required to post RFBs and RFPs in Strategic Sourcing module
  RFIs and simplified bids can be done in the system but are not required



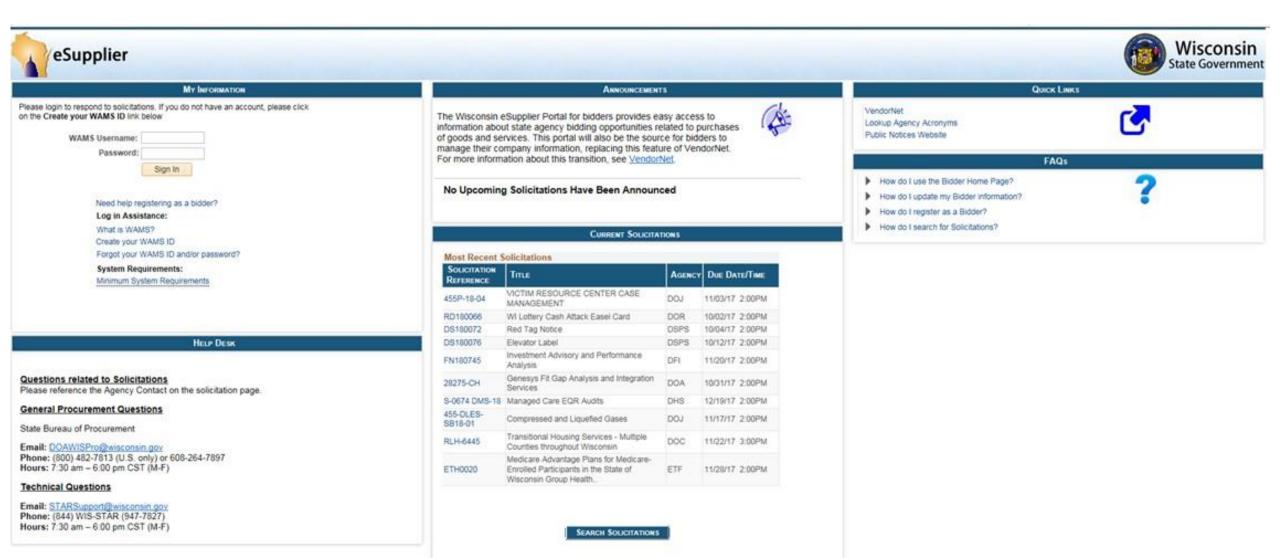
## Strategic Sourcing: Sourcing Event

## Introduction: eSupplier Portal

- •Events created in Strategic Souring are available to bidders through the eSupplier Portal
- •Through the eSupplier Portal bidders can:
  - Monitor solicitation events
  - Respond to bids
  - Submit questions
  - Receive feedback
  - •Electronically manage their response



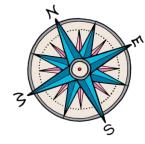
## eSupplier Homepage



## **Sourcing Events Basics**

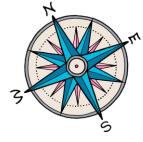
 Each sourcing event includes tasks that walk you through the process from creation to award

- Tasks are divided into two categories:
  Development Tasks
  - •Administrative Tasks



## Sourcing Event: Development Tasks

Development Tasks	
Main Document & Bid Factors	Start
Supporting Documents	Start
Assign NIGP Codes	Start
View as Bidder	Start
Share Draft Bid Document	Start
Define Scoring	Start
Approval	N/A
Post Event	N/A.



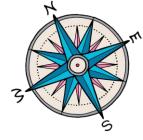
## Sourcing Event: Administrative Tasks

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



## **Development Tasks: Tips and Tricks**

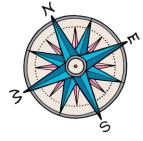
Main Document & Bid Factors	Start
Supporting Documents	Start
Assign NIGP Codes	Start
View as Bidder	Start
Share Draft Bid Document	Start
Define Scoring	Start
Approval	N/A
Post Event	N/A.



## **Template Creation**

•SBOP has created enterprise templates for RFB and RFP

- •Agencies are strongly encouraged to use these templates when creating sourcing events:
  - Include many new, updated bid factors
  - Supports standardization across enterprise
  - Provides vendors with consistent information
- •Example: Enterprise RFP Template on next slide



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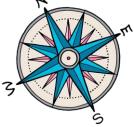
## **Template Creation**

When creating agency-specific templates follow these naming conventions:

Business Unit	Template Type	Procurement Type	Description
-ENT	-GEN (General Topic)	-RFP	Agency discretion
-CAPS	-SVC (Services)	-RFB	
-AGENCY (Use 3 digit	-COMM (Commodities)	-SIMP BID	
BU)	-IT (Information Technology)		
	-PRNT (Print)		
	-VEH (Vehicles)		

Examples:

ENT\_SVC\_RFP\_CONSULTING CAPS\_PRNT\_SIMP BID



## **Announce Event Online**

•As soon as you have the header information populated you can Announce Event Online

•Once you hit Save the announcement will immediately post to the Announcements section of eSupplier

• To remove it, you need to uncheck the box and click Save

Event Type: Request for Proposal Event Status: In Development Solicitation Reference #:
Solicitation Reference #:
Title:
Business Unit/Agency: 50500 QDepartment of Administration Announce Event Online
Synopsis:

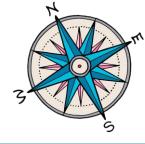
## **Announce Event Online**

•Only basic information (i.e. solicitation reference #, title and agency) will display

- Bidder can access the synopsis by clicking on the highlighted icon
- •If agency wants SS Manager contract information included, it must be added to the synopsis

All Upcoming Solicitations

SOLICITATION REFERENCE	Тпе	Agency	Available (Target)	
510087	Treated Wood Posts	WisDOT	11/13/17 11:59PM	



## **Announce Event Online**

•Each agency should determine their business practice regarding use of this feature

Event Number:	10107		
Event Type:	Request for Proposal		
Event Status:	In Development		
Solicitation Reference #:			
Title:			
Business Unit/Agency:	50500 Cepartment of Administration	Announce Event Online	
Synopsis:			20

#### All Upcoming Solicitations

SOLICITATION REFERENCE	Титье	Agency	Available (Target)	
510087	Treated Wood Posts	WisDOT	11/13/17 11:59PM	R.

## **Intro to Bid Factors**

•A bid factor is a question or requirement that the bidder has to respond to

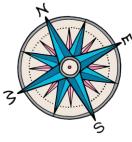
•Bid factors <u>do not</u> appear in the main event document. The bid factor itself is what the bidder will respond to in eSupplier

•Work around: If you want the bid factor to be visible in the main document, you must include it as a text library item and it will be displayed in the main document

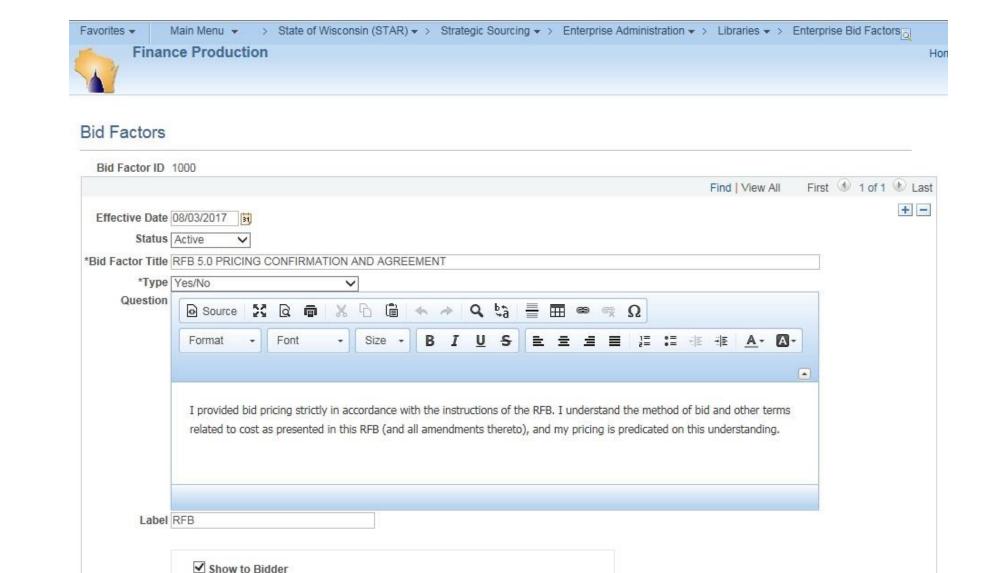
## **Bid Factors**

- •Bid factors can be individual or grouped and can be:
  - Attachment (i.e. cost sheet)
  - Date
  - Dollar Amount
  - Text
  - List
  - •Yes/No

•SBOP created enterprise bid factors for agency use



#### Sample: Individual Bid Factor



2017 STATE BUREAU OF PROCUREMENT CONFERENCE: NAVIGATING THE PROCUREMENT TRAIL

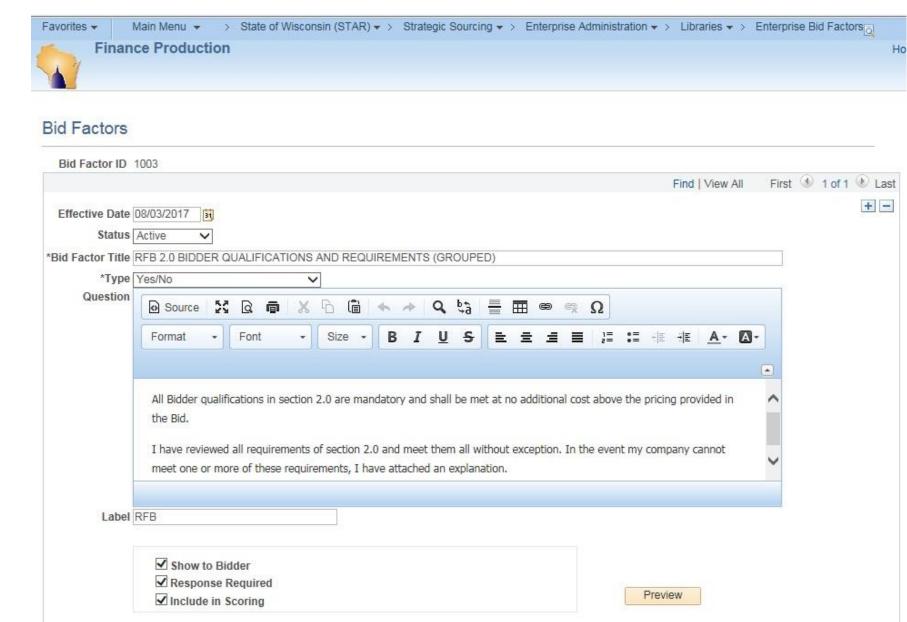
Last Update Date/Time 08/07/17 7:35:52AM by REDFOSEZHZ

Response Required

✓ Include in Scoring

Preview

#### Sample: Grouped Bid Factor

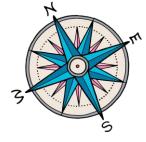


Last Update Date/Time 08/07/17 7:24:30AM by REDFOSEZHZ

## **Bid Factors: Required**

•Important Note: You must include at least one bid factor for every sourcing event, even if you are intending to primarily use attachments for your event

- •The bid factor could be "Upload all bid documents as instructed in the main document."
- Bid factor is required in order to:
  - Finalize the event in the system
  - Release the RFP to evaluators for scoring



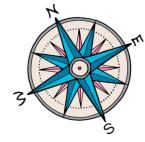
## **Bid Factors**

## •Any bid factor that will be evaluated must have the "Include in Scoring" box checked.

				Drag to move		Find   View All	First	④ 1 of 1	Last
BF Item:	1	✓ Is Bid Facto	r Active?						+ -
Bid Factor ID	1009	(	RFP 1.0 G	GENERAL INFORMATION	ACKNOWLEDGEMEN	T (GROUPED)			
	Custom	Bid Factor							
*Type	Yes/No		$\sim$						
Label									
Question: 1	I have read	and understand al l is predicated on t		of 1.0 (General Information	on) of the Request for Pr	roposals (RFP), and ac	knowledg	ge	
Question: 1	I have read my proposa	l is predicated on t nse Required			on) of the Request for Pr	roposals (RFP), and ac	knowledg	ge	
Question: 1	I have read my proposa Respon	l is predicated on t nse Required			on) of the Request for Pr	roposals (RFP), and ac	knowledg	ge	

## Sourcing Event: Development Tasks

	10 M
Main Document & Bid Factors	Start
Supporting Documents	Start
Assign NIGP Codes	Start
View as Bidder	Start
Share Draft Bid Document	Start
Define Scoring	Start
Approval	N/A
Post Event	N/A.



## **Define Scoring**

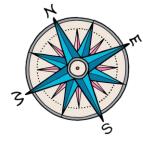
- •Use Define Scoring to assign points to each bid factor in a RFP process
- Important Note: To ensure cost is not shared with evaluators too soon in the process, you must check the \$\_\_\_\_\_\_next to Cost when you are setting up scoring in Define Scoring
  Sample on next slide

#### **Sample: Define Scoring - Cost**

Event Number: 10107		Drag to	move						
Title:		10.							
coring Parameters									
Rating Scale: 0	Total Points: 0	Distribute	Calculate	Clear/Start Over					
oint Assignment									
Section Title					*Lock	by	Points	Percent	
Section Title 2 RFP_DEFINITIONS				s:	*Lock	by V	Points 0	Percent	
2 RFP_DEFINITIONS	TION AND PURPOSE			s:			Points 0	Percent 0	
2 RFP_DEFINITIONS					No No	~	Points 0	Percent 0 0	
2 RFP_DEFINITIONS 2.1 RFP_INTRODUCT				s:	No No	~	Points 0	Percent 0 0	

## **Development Tasks: Tips and Tricks**

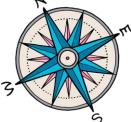
Main Document & Bid Factors	Start		
Supporting Documents	Start		
Assign NIGP Codes	Start		
View as Bidder	Start		
Share Draft Bid Document	Start		
Define Scoring	Start		
Approval	N/A		
Post Event	N/A		



## Bidder Notification

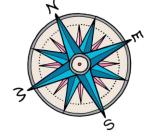
Question: When posting an event, is there a way to designate which bidders you want to receive notice? •For all event types except Simplified Bid, the NIGP code is the system trigger for notification.

•Best Practice Solution: The SS Manager can email other bidders about the opportunity and encourage those bidders to login to the eSupplier Portal to respond to the bid.



## Administrative Tasks: Tips and Tricks

lanage 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
ward	N/A



Proxy Entry – Bidder Questions

Question: How would I handle questions from bidders received outside the system? •Bidder would need to email the SS Manager their question(s). Once all of the questions have been collected, the SS Manager would follow these steps:

- Draft the responses
- Place them in an attachment
- Post the document to Supporting Documents
- Use the Bidder Communication feature within the system to notify bidders



## **Bidder's List**

Question: How do I print a bidder's list for my sourcing event?

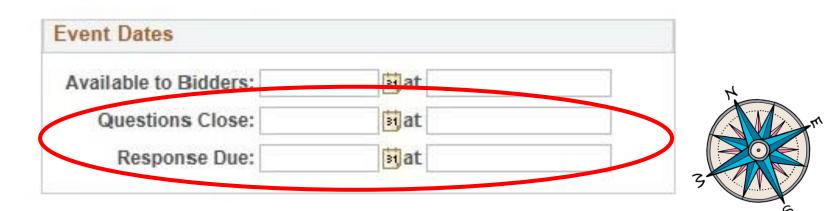
- Go to the Event Communications Task
  - Choose All Bidders (NIGP match) in the drop down list
  - Download to Excel using the chart icon

Bidders			
mail Outbox Inbox		Help	p
nt Number 10049 Event Type Request for Proposal			
Title Investment Advisory and Performance Analysis			
Email # 4 Allow responses?	▼ Bidders		
Subject	Bidder Selection All Bidders (NIGP match)		
Message Text	BCC starstratsourcing@wisconsin.gov		
	Fin   🔢 First 🕚 1-25 of 36 🕑 La	st	
Format - Font - Size - B I U S	Bidder ID Company Email Addres		
	☑         0000000017         Point Consulting Group         marybeth@pointconsultinggrp.com	3	
	☑         0000000022         Specialty Property Appraisals, LLC         bselkow@msn.com	-	
	☑ 0000000030 The Lewin Group sandy.tiemann@lewin.com	3	
	☑ 0000000061 CGI mark.johnson@cgi.com	-	
	O000000346 Payment Service mgarbutt@paymentservicenetwork.com	-	
	☑     0000000348     Wells Fargo Bank, N.A.     peter.e.coburn@wellsfargo.com	-	
	☑ 0000000367 Experis Finance US, LLC john.eimermann@experis.com	-	
	☑ 0000000411 Crowe Horwath LLP proposal.center@crowehorwath.com	-	
	☑         0000000523         Linebarger Goggan Blair & Sampson, LLP         biddinglists@lgbs.com	-	
	☑         0000000528         JPMorgan Chase Bank         michael.r.coran@jpmorgan.com	-	
Email Attachments     Find   III     First (1 of 1 (2)) Last       *File Name     Upload File	☑         0000000543         Verity Financial Fraud Investigations LL         mark@verityfi.com	•	
Upload File + -	☑         0000000587         Specialty Audit Services, LLC         hseo@sasaudit.com	•	
	☑         0000000620         Emmons Business Interiors         danp@ebiweb.com	•	
	☑ 0000000625     Deloitte Consulting LLP     jbradfield@deloitte.com	-	
	🔽 0000000642 Cardno kari.jones@cardno.com	-	
	☑ 0000000648 Informatix, Inc. procurement@informatixinc.com	-	
	☑         0000000704         AAE Consulting Group         aengelhardt@aaeconsultinggroup.com	•	
	☑ 0000000735 UW Credit Union rvannevel@uwcu.org	-	

Multiple Rounds of Q and A

Question: How do I handle multiple rounds of questions in the system? •The system only contains one field for Questions Close and one field for Responses Due.

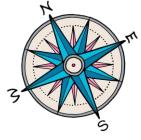
•Best Practice Solution: Use the Questions Close and Responses Due fields to indicate the dates you will use for the <u>last</u> round of questions.



Multiple Rounds of Q and A

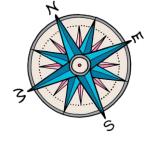
**Question:** How do I handle multiple rounds of questions in the system? •Use the Calendar of Events in the main document to outline the due dates for multiple rounds of questions

•Use the Bidder Communications feature to alert bidders to the due dates and time for any additional rounds of questions



## Administrative Tasks: Tips and Tricks

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



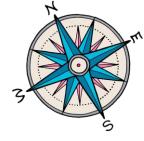
### Document Review

Question: We occasionally need to have a person or group review the bid submissions to ensure technical specs. have been met. How do I handle this in the system?  RFBs do not have evaluators and the system is not designed to allow collaboration once bid responses have been received

•Best Practice Solution: The SS Manager could copy the relevant sections from the bidder response or attach the document to an email and send it to the person/group for review

## Administrative Tasks: Tips and Tricks

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



## Preference

Question: How would I apply the preference in the system?

# Preference will be handled on the Award page Enter adjustments to points (for RFPs) or price (for RFBs) as a Preference Adjustment

Fin	ance User Accepta	ince Te	st							Hom
E	nt Number 10058 Event Type Request for P rent Status Award Phase	S.		Business	Unit 50500	Award Sta	tus Complete			
	eference # TESTING			Title Test	ing adding and deleting	g contacts.				
Scoring [	Definition									
Rating S	icale 10 To	tal Scorir	ng Points 5	DD Cost	Score Points 200	Sc	oring Round 2			
- Header I	nformation									
Comments							Filter	Finalize Award De	cision	
Award Deta	ils			$\frown$				Personalize   Find	Ø  🔢	First 🚯 1-2 of 2 🕑 Last
Bidders	Preferences & Certification		and the second se	udit 💷						
Bidder ID	Company	Bidder Reponse	Total Evaluator Score	Preference Adjustment	Cost Score	Total Score	Award Decision	Awarded Amount	Comme	ents
0000000011	Dirty Ducts Cleaning	B	25	$\checkmark$	200	455	No Action Taken			
0000000028	Cengage Learning	3	270	3	200	470	Award			
	By BUTCHSXKWD On 10/27/2017 1:40PM				Last U		BUTCHSXKWD 10/27/2017 1:51:06	РМ		

## **Agency Resources: STAR Connection**

- Go to <u>http://starconnection.wi.gov</u> then to:
  - Resources/Finance and Procurement/Job Aids
- Search using 'Strategic Sourcing'
- Includes RFB/RFP Checklists (see Handouts)

State Bureau of Procurement: <u>doawispro@Wisconsin.gov</u> STAR Technical Support: <u>STARSupport@Wisconsin.gov</u>



## Vendor Resources: eSupplier

- If you get questions from your bidders, you can refer them to resources available on eSupplier
- Helpdesk
- Job Aids including:
  - Using the home page
  - Updating information
  - Registration help
  - Searching for solicitations

