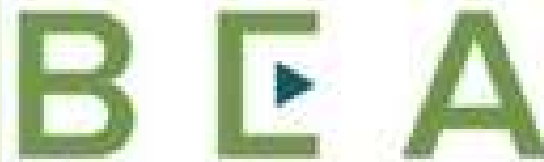


Contracting with the State of New Hampshire

Presented by: Danielle Bishop



New Hampshire
**PROCUREMENT TECHNICAL
ASSISTANCE CENTER**



Introduction and Participant Guide

- ▶ Stuff to know before we start
 - ▶ Muting
 - ▶ Chat function
- ▶ Slides will be posted at www.NHEconomy.com/ptac under Training Presentations
- ▶ Session is being recorded
 - ▶ We will post the recording as soon as we're able



What to Expect from Today's Webinar

- ▶ Introduction to NH State Procurement
 - ▶ State Bureau of Purchase and Property
 - ▶ Other purchases
 - ▶ Purchasing Rules and Regulations
- ▶ How the State makes purchases
- ▶ Accessing Bids, Contracts and pricing information
- ▶ Governor and Council approval



Introduction to State of NH Procurement

- ▶ The Bureau of Purchase and Property (P&P), a bureau within the Department of Administrative Services, Division of Procurement and Support Services is the central purchasing authority for the State.
- ▶ In accordance with RSA 21-I:11 the Bureau is responsible for “purchasing of all materials, equipment, supplies and services for all departments and agencies of the state...in such quantities and manner as shall be most economical for the state. “
 - ▶ Services have specific limitations and rules associated with them. “Services” as referred to here is intended to mean services available for general use by all agencies (i.e. Snow Plowing, Solid Waste Removal, Recycling Services).
 - ▶ Single-agency service needs are handled by the individual agency.
 - ▶ Product + Service purchases, where the product cost exceeds service costs may be handled by P&P.




Introduction to State of NH Procurement

- ▶ All procurements with a cost over \$1000 must be submitted to Purchase and Property to be processed. Individual agencies are required to obtain multiple bids to determine the estimated cost, and submit these to P&P with their requisition.
 - ▶ Delegation of Procurement Authority, RSA 21-I:17-a, allows for purchases of \$1000 or less to be made directly by the agency through the use of Field Purchase Orders or procurement cards (P-cards). Paper forms are being eliminated, therefore P-cards will be the primary payment form for purchases up to \$1000.
- ▶ Purchasing Agents review quotes provided along with their own market research and/or knowledge to determine if a purchase under \$10,000 should be competitively bid.
- ▶ Procurements expected to cost \$10,000 or more shall be competitively bid in accordance with RSA 21-I:11.



Become a State Vendor

- ▶ To be eligible to receive a State Contract you must have the following registrations:
 - ▶ State Vendor Registration
 - ▶ Vendor Resource Center: <https://das.nh.gov/purchasing/vendorresources.aspx>
 - ▶ Top Center of page select Online Vendor Registration and FAQ
 - ▶ Secretary of State, Corporations Division, to do business within the State
 - ▶ Website: <https://quickstart.sos.nh.gov/online/Account/LandingPage>
 - ▶ Phone: 603-271-3246
 - ▶ Email: corporate@sos.nh.gov
 - ▶ If you believe you are currently registered as a vendor you should confirm you know your vendor code and email address to login and if necessary, update your profile.
- 

Become a State Vendor

- ▶ If you are not currently registered as a vendor and are interested in pursuing State contracts registration does (at this time) provide you with a notification of bids that are posted within your commodity code(s)
 - ▶ Questions or need assistance? Email:
Danielle.c.bishop@livefree.nh.gov or Prch.web@das.nh.gov
- ▶ The Bureau of Purchase and Property is currently in the process of rolling out a Supplier portal which will be used to submit bid or proposal responses electronically in the near future.
- ▶ This is expected to require vendors to be registered in order to submit a bid response.

State of NH Bids and Proposals

- ▶ <https://apps.das.nh.gov/bidscontracts/bids.aspx>
- ▶ Defaults to all current OPEN bids
 - ▶ Title/Description, Purchasing Agent Name, Closing Date and Time*, Commodity Grouping (NIGP Code description)
 - ▶ Scroll down to view full list, or use search function at top of page
 - ▶ Search by Bid Description (keyword), Commodity Category keyword, closing date, contact and filter by status (open, closed, under review)
- ▶ NIGP Codes are used to describe commodity or service grouping
 - ▶ For full list of NIGP codes download [NIGP Code Listing with Buyer Codes](#) from the [Vendor Resource Center](#)
 - ▶ This will provide commodity category words for searching



State of NH Bids and Proposals

- ▶ Clicking on the “Bid Number” will open the bid document (in PDF).
- ▶ Attachments and Addenda
 - ▶ Attachments may be an excel document that you are required to complete and submit or other pertinent information.
 - ▶ Addenda may include changes to the scope of work, deadline or other relevant information. Vendor’s sole responsibility to check for these and take into consideration before submitting a response. Need to be signed and returned with bid.
- ▶ *Closing Date and Time: Your bid will not be accepted if it is not received in P&P by the closing date and time.
 - ▶ Don’t wait until the last minute
 - ▶ Confirm it has been received!

Bid Results

- Bid Results are publicly posted to the State of NH Bureau of Purchase and Property website
- To locate a prior bid and results, navigate to the P&P website, <https://apps.das.nh.gov/bidscontracts/bids.aspx>
- Search by Bid Number, or Bid Description and Status of “Awarded”, and click Search

Search by Bid #.

Use any one or combination of these search options to search for contracts by:

Bid description contains:

Status/Bid Results:

Closing Between Start: End:

Contact:

Commodity Category contains:

Bid Results

- Status/Bid Results column will have Awarded as a hyperlink, clicking this opens a PDF of the bid results.
- In this example, RFB results, the status is "Awarded" and we see the bids that were received, and the awarded vendor is highlighted

DATE: 1/9/19

BID #137-19		SNOWMOBILES		
REQUISITION: 190445				
DESCRIPTION:				
VENDOR:	QTY	UNIT \$	EXTENSION \$	DESCRIPTION
HK POWERSPORTS	4	9,569.00	38,276.00	2019 POLARIS VOYAGEUR 600
HK POWERSPORTS	4	9,793.00	39,172.00	2019 SKIDOO BACKCOUNTRY 600
DALTON MOUNTAIN	4	11,781.00	47,124.00	2019 SKIDOO BACKCOUNTRY 600

- RFP results will often show a Total score by vendor and the highest scoring vendor would be the awardee:

Dental Benefits Administration	
VENDOR	TOTAL SCORE
Anthem	83.70
Northeast Delta Dental	94.60

Contract Data

- Contracts Page, looks very similar to the Bid page but with a list of contracts. <https://apps.das.nh.gov/bidscontracts/contracts.aspx>

Click the Contract number to view the signed contract.
Click the Contract description to view the notice of Contract.
Click the Contact name to email the contact.


Search by Contract #:



Use any one or combination of these search options to search for contracts by:

Contract Description contains:

Vendor Name containing:

Status:

Effective Date: 

Between Expiration Start:  End: 

Agency:

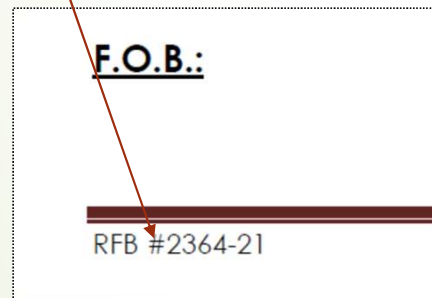
Contact:

NIGP Code:

NH Procurement Cards Accepted:

Contract Data

- ▶ Clicking on the Contract Description will provide you the “Notice of Contract”
 - ▶ This is a shorter description of the products/services to be provided, along with pricing. These are generally used as Agency instructions for ordering. Sometimes include the bid number.
 - ▶ For instance, Contract# 8002778 for Janitorial Supplies shows in the bottom left corner (beginning on page 2) that the bid number was RFB# 2364-21





Contract Data

- ▶ Clicking on the Contract Number will open signed documentation for the Contract. This documentation normally will include the original bid or proposal response, and therefore the bid number.
- ▶ What does it say?
 - ▶ What the State is currently paying
 - ▶ What your competitors have bid in the past
 - ▶ State expectations
 - ▶ How the State is paying (p-card or EFT)
 - ▶ Expiration date/estimated date of next bid
- ▶ Use the data to formulate your plan and pricing



Responding to a State bid or proposal

- ▶ Read the entire document at least once
 - ▶ General Tip: read requests at least 2 to 3 times thoroughly and highlight sections that are of importance.
- ▶ Submit any and all forms requested. Although you may only utilize some pages of the document, completing and submitting the entire package will help to ensure nothing is missed.
 - ▶ Transmittal Letter - **must be notarized**
 - ▶ Contact Information – usually last page of bid document
 - ▶ Pricing – cannot be modified once submitted
- ▶ Questions or Concerns? Ask before you submit! Preferably during the Question and Answer period, however, some questions may be accepted beyond this time and it is best to ask than to not be able to perform on the contract.



Responding to a State bid or proposal

- ▶ Pricing, pricing, pricing!
 - ▶ Double-check your pricing prior to submission. Ensure it is entered properly, and calculated properly (if applicable).
 - ▶ Use the spreadsheet or form provided (if applicable). Should you find errors reach out to the purchasing agent immediately (regardless of question and answer dates).
 - ▶ Do not enter pricing you are not comfortable with. Pricing may NOT be modified once submitted. Should you enter \$1 for a service because it would not accept what you attempted, you will likely be asked to honor that price or withdraw your bid.
- ▶ Questions or Concerns? **Ask** before you submit! Preferably during the Question and Answer period, however, some questions may be accepted beyond this time and it is best to ask than to not be able to perform on the contract.

Governor & Executive Council

- ▶ How do I know?
 - ▶ Historical – if it has been G&C approved contract in past, it will likely continue to go to G&C for approval
 - ▶ Likely RFP, not RFB although nothing specifically precludes a contract from going to G&C.
 - ▶ Single agency contracts
 - ▶ Services
 - ▶ Construction contracts
 - ▶ Contract Award Section of bid:

STEP #4: CONTRACT AWARD

The State may award a contract, if at all, to the Vendor submitting the highest ranked proposal. Formal and final selection of the Vendor, however, is contingent upon the successful negotiation and the proper execution of all contract documents (acceptable to the State) and the approval of the Governor and Executive Council. If the State is unable to reach agreement with the Vendor, the State may, at its sole

Governor & Executive Council

Meetings

search this site

The Executive Council welcomes public input on agenda items and nominations that are brought forward by the Governor for consideration and confirmation.



- [Breakfast & Governor/Council Meeting Location \(INFORMATION FOR NEXT MEETING\)](#)
- [Meeting Schedule](#)  (June through December, 2020)
- [Public Hearings and Notices](#)
- [Governor's Advisory Commission on Intermodal Transportation \(GACIT\)](#)
- [GACIT Meeting Schedule](#) 

The following links all go to the Secretary of State's website

- [Agenda, Audio of Meeting, Quick Results Nominations and Confirmations](#)
- [Meeting Minutes](#) (2013 to present)
- [Public Hearings Audio Recording](#)

 Portable Document Format (.pdf). Visit nh.gov for a list of free [pdf readers](#) for a variety of operating systems.

[Governor & Executive Council Meeting Page](#)

Governor & Executive Council

TATE

ADMINISTRATION ELECTIONS CORPORATIONS ARCHIVES

UNIFORM COMM CODE
SECURITIES REGULATION VITAL RECORDS
RECORDS MANAGEMENT

Governor and Council Policy No. 2010-1.

Schedule of Governor and Council Meetings
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2021 Meetings
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2020 Meetings
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2019 Meetings
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2018 Meetings
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Select a year, using 2019 for example

Governor & Executive Council

2019					
August 14, 2019	View Print	-	View	View	View
August 28, 2019	View Print	-	View	View	View
September 18, 2019	View Print	View	View	View	View
October 2, 2019	View Print	-	View	View	View

Governor & Executive Council

- Agenda
 - Begins with Expenditure Approvals, Reports and other items not relevant to this discussion.
 - Scroll down to “REGULAR AGENDA” and many of these will be contract approval items.
- Scroll down or search until you find what you are looking for (in below case “risk” for risk management).
- Clicking on the Agenda Item (Number) will open the contract, as submitted for approval, for you to view

#102 Authorize the Risk Management Unit to enter into a contract with Delta Dental Plan of NH Inc., d/b/a Northeast Delta Dental, for the administration of self-funded dental coverage for state employees and eligible dependents in an amount not to exceed \$1,770,000. Effective January 1, 2020 through December 31, 2024, with the option to renew for up to two additional years. Approximately 34% General, 15 % Federal, Enterprise, 10% Highway, 1% Turnpike, 36% Other Funds.



Governor & Executive Council

- ▶ Vendor should be prepared to attend Governor & Executive Council meeting with agency
 - ▶ Some agencies may not require or request attendance
 - ▶ Questions may be asked by councilors
 - ▶ Agency should respond, however, is possible question may be addressed to vendor
- ▶ Award/contact information is not public until Agenda is released
- ▶ No word and G&C Meeting Date approaching?
 - ▶ Likely not high scoring/awarded vendor, watch for G&C agendas to be released Friday before meetings. Under review is only available information prior to this.
 - ▶ Ask us!

Questions?





Shameless Commercial:

- ▶ NH PTAC offers free assistance with all this & more.
- ▶ You must have a physical presence in New Hampshire.
- ▶ You have to sign up online.
- ▶ To continue “active client” status, you have to use us as a resource.

How do I get started with NH PTAC?

- ▶ Go to the website and answer our questionnaire (www.nheconomy.com/ptac)
- ▶ email us at: govcontracting@livefree.nh.gov
- ▶ Meet with us in Concord (currently via Zoom)
- ▶ Request a site visit – we'll come to you.

