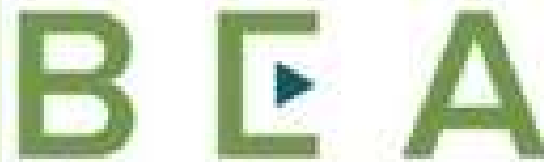


Contracting with the State of New Hampshire

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
- ▶ Our [Selling to State Government Page](#) will link you to State and local government purchasing sites and information.



What to Expect from Today's Webinar

- ▶ Introduction to State of NH Procurement
 - ▶ Supplies v Services
 - ▶ Authority and Limits
 - ▶ Field Purchase Orders
- ▶ Requirements to contract with the State
- ▶ Accessing Bids, Contracts and history
- ▶ Governor and Executive Council



Introduction to State of NH Procurement

- ▶ Centralized procurement for the most part
- ▶ The Bureau of Purchase and Property (P&P) has central purchasing authority for State
 - ▶ a bureau within the Department of Administrative Services, Division of Procurement and Support Services
- ▶ 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. “
 - ▶ Materials, Supplies and Equipment vs.
 - ▶ Services

Materials, Supplies & Equipment

- ▶ State classifies material, supplies and equipment separately from services
- ▶ For simple purposes, any purchase over \$1000* (not involving a service) shall be procured via formal (internal) requisition process
 - ▶ Individual agencies obtain multiple quotes
 - ▶ determine the estimated cost
 - ▶ submit requisition to P&P with quotes
- ▶ Purchasing Agents may sign for purchase up to \$10,000, without competitively bidding
 - ▶ May request refreshed quote (non-expired), adjustment or information

*\$500 for IT related purchases



Materials, Supplies & Equipment

- ▶ Over \$10,000, in accordance with RSA 21-I: 11, I (a)(2)(A) through (D)
 - ▶ Must be competitively bid, or
 - ▶ Be available from one source only, or
 - ▶ Have fixed market price at all sources available
 - ▶ Emergency expenditure (in opinion of Governor)
 - ▶ Requires multiple signatures:
 - ▶ Purchasing Agent
 - ▶ Bureau Administrator and/or Director
 - ▶ Commissioner, Department of Administrative Services

Services

- ▶ Services under P&P Authority are those available/necessary for general use by all agencies
 - ▶ Snow Plowing, Solid Waste Removal, Recycling Services
- ▶ Single-agency service needs handled at the individual agency level
 - ▶ Roof replacement, consultant
- ▶ Product + Service purchases may be handled by P&P, product cost must exceed service costs
 - ▶ Supply & Install product (A/C unit, overhead door, generator)



“Field Purchase Orders”

- ▶ Delegation of Procurement Authority (RSA 21-I:17-a), allows for agencies to make purchases of \$1000 or less directly, through the use of Field Purchase Orders or procurement cards (P-cards).
- ▶ Paper forms are being eliminated, therefore P-cards should be the primary payment form for purchases up to \$1000.
- ▶ If asked to accept paper form may accept it, however should request P-card payment going forward

Contract with the State

- ▶ To be eligible to receive a State Contract you must:
 - ▶ Be in Good Standing with the Secretary of State, Corporations Division
 - ▶ <https://quickstart.sos.nh.gov/online/Account/LandingPage>
 - ▶ Have active State Vendor Registration
 - ▶ Complete registration on [Vendor Resource Center](#)
 - ▶ Top Center of page select Online Vendor Registration
 - ▶ Review and select [NIGP Codes](#) in advance (States tend to utilize NIGP rather than NAICS)
 - ▶ Not be on the debarred parties list, subject to sanctions or penalties, etc. in accordance with RSA 21-I:11-c Debarment of Vendors
 - ▶ Meet requirements in the RFB/RFP (Insurance or other specifics)



State Vendor Registration

- ▶ Having an Active Vendor Registration provides you with direct notification of new opportunities
 - ▶ Based on NIGP Codes in profile
 - ▶ Sent to email address on file (only 1 at this time)
 - ▶ Also allows for purchasing agents and agencies to locate you
- ▶ Keep profile up-to-date
 - ▶ Requires email address on file and Vendor Code
 - ▶ Electronic bid portal?

State of NH Bids and Proposals

- ▶ <https://apps.das.nh.gov/bidscontracts/bids.aspx>
- ▶ Defaults to all current OPEN bids, in chronological order by the Closing Date
 - ▶ Short enough list may wish to browse
 - ▶ Or use search function at top of page
 - ▶ Search by Bid Description (keyword), Commodity Category keyword, closing date, contact, Status

State of NH Bids and Proposals

- Searching for Bids
- Bid Number, if available, simplest way
- Without Bid Number, use description keyword (fuel, flag, guardrail) and/or other limiters
 - “Closing between” suggested additional limiter

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:

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/History

- 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](#)
 - Search by Bid Description OR Bid Number
 - Change Status/Bid Results to “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/History

- Status/Bid Results column
 - “Awarded” is hyperlink that opens a PDF of the bid results.

Bid #	Attachments	Addendum	Closing Date	Closing Time	Status/Bid Results	C
Bid 2500-22 	Attachment 1  Attachment 2 		9/10/2021	10:00AM	Awarded 	Goulet, W
Bid 2498-22 	Attachment 1  Attachment 2 		9/2/2021	10:00AM	Awarded 	Goulet, W
Bid 2419-21 	Attachment 1  Attachment 2 	Addendum 1  Addendum 2  Addendum 3 	5/12/2021	3:00PM	Awarded 	Haley, Je
Bid 2451-21 	Attachment 1 	Addendum 1 	4/15/2021	10:30AM	Awarded 	Haley, Je
Bid 2450-21 	Attachment 1 	Addendum 1 	4/13/2021	10:30AM	Awarded 	Haley, Je
Bid 2449-21 	Attachment 1 		4/6/2021	10:30AM	Awarded 	Haley, Je

Bid Results Sample



Division of Procurement Support Services
Bureau of Purchase Property

Bid Description	Janitorial Cleaning Services	Agency:	Multiple
Bid #	2500-22	Requisition: #	N/A
Agent Name	Wayne Goulet	Bid Closing:	09/10/21 10:00AM

Vendor	DOC-Newport	DOC-Keene	DOS-State Police Troop C
GFS Building Maintenance, Inc.	\$6,864.00	\$7,488.00	\$34,320.00
Fowler's Cleaning Services	\$101,612.16	\$75,104.64	\$530,150.40

No Bid
Kelly Cleaning Service

Non-Compliant



Request for Proposal Status

- ▶ Requests for Proposal (RFP) results, per RSA 21-G:37, are provided in steps
 - ▶ “Respondents”
 - ▶ Day of Bid closing (or opening at agency) the number of respondents is to be posted to the agency website
 - ▶ “Scoring”
 - ▶ Minimum of 5 days prior to approval of a contract agency must post rank or score for each respondent on website
 - ▶ If a contract that requires Governor & Council approval this must be posted a minimum of 5 days prior to submission to Dept. of Administrative Services (for G&C agenda)

RFP Results Sample

- Clicking on the word "Scoring" in Bid Results column provides PDF of the results

Description	Bid #	Attachments	Addendum	Closing Date	Closing Time	Status/Bid Results	Contact
Pharmacy Benefit Management (PBM) Services	RFP 2457-21	Attachment 1 Attachment 2 Attachment 3	Addendum 1 Addendum 2 Addendum 3	5/28/2021	8:00PM	Scoring	Aubert, Ryan

Bid Description	Pharmacy Benefit Management	Agency:	Statewide
Bid #	2457-21	Requisition: #	N/A
Agent Name	Ryan Aubert	Bid Closing:	05/28/2021 8:00 PM EST

Vendor	Total Score
ESI	97.53
OptumRX	89.34
Anthem	87.9
CVS	75.01
Medimpact	33.58

Indicates highest score

Contract Data

- Statewide Contracts are publicly posted to the [P&P Contracts page](#)
- looks very similar to the Bid page but list of contracts

Contract Description	NIGP Code	Contract Number	Attachments	Effective Date	Expiration Date	Agency	Contact	Vendor Name
Administration of Advice to Pay Services for Short-Term Disa	935 0000	8002654		1/1/2018	12/31/2022	ADMINISTRATIVE SERVICES DEPT	Lowe, Louann	Managed Medical Review Organization
Administration of Medical Benefits, SERVICE	935 0000	156-18		9/13/2017	12/31/2022	ADMINISTRATIVE SERVICES DEPT	Lowe, Louann	Anthem Health Plans of New Hampshire
Aeroquip Hydraulic Hose and Components	460 4552	8002764		10/1/2020	9/30/2024	MULTIPLE	Brisson, Erica	Omni Services Inc
AGGREGATES	750 0000	---	Attachment 1		4/30/2023	MULTIPLE	Moskalenko, Liz	MULTIPLE
Air Filters	031	8002909		8/1/2021	7/31/2024	MULTIPLE	Goulet, Wayne V	Airex Filter Corporation
Alarm & Access Control System Maintenance & Monitoring, SERVICE	990 0500	8002428	Attachment 1	1/1/2019	12/31/2021	MULTIPLE	Brisson, Erica	Pelmac Industries
Alarm & Access Control System Maintenance & Monitoring, SERVICE	990 0500	8002429	Attachment 1	1/1/2019	12/31/2021	MULTIPLE	Brisson, Erica	Total Security
Aluminum Sign Blanks, Planks	801	8002479		2/1/2019	1/31/2022	MULTIPLE	Godin, Ryan	Vulcan Aluminum Signs Inc



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.
 - ▶ Generally used by Agencies, for ordering instructions. May include the bid number.
- ▶ Selecting the Contract Number provides the full signed contract
 - ▶ Should include original vendor response (to RFB) and therefore bid number
 - ▶ Contracts requiring services display P-37 Contract, not always original response document.



Contract Data

- ▶ 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
 - ▶ Expires December 31? Watch for RFB/RFP a few months prior (up to year for some services)

Responding to a State bid or proposal

- ▶ Read the entire document and attachments at least once
 - ▶ Should read at least 2 to 3 times thoroughly and highlight sections of importance.
- ▶ Questions or Concerns?
 - ▶ **Ask before you submit!**
 - ▶ Question and Answer period preferred
 - ▶ May be accepted/answered outside Q&A period
 - ▶ Best to ask than to not be able to perform on the contract!
- ▶ Submit any and all forms requested
 - ▶ Submit entire package even if pages you do not utilize
 - ▶ Transmittal Letter - **must be notarized**
 - ▶ Contact Information – usually last page of bid document
 - ▶ Pricing – cannot be modified once submitted



Responding to a State bid or proposal

- ▶ Pricing, pricing, pricing!
 - ▶ Double-check your pricing prior to submission. Ensure it is entered 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 an incorrect price for any reason, may be asked to honor that price or withdraw your bid.

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
- RFPs more likely than RFB although nothing specifically precludes a contract from going to G&C.
- Single agency contracts
- Construction contracts
- Contract Award Section of bid will state “approval of Governor and Executive Council”:

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

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

[LEARN MORE](#)

Governor and Council Hearings

Hearings Held by the Governor and Executive Council

2021 Meetings

[LEARN MORE](#)

2020 Meetings

[LEARN MORE](#)

2019 Meetings

[LEARN MORE](#)

2018 Meetings

[LEARN MORE](#)

Governor & Executive Council

AGENDA

MINUTES

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 may be requested to attend Governor & Executive Council meeting with agency
 - ▶ 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?



Additional Information

- **NH Department of Transportation/ NH Department of Public Works** Proposal website:
 - [Invitation to Bid | Finance and Contracts | NH Department of Transportation](#)
- **Information Technology Purchases**, outside of contracts, limited to \$500. Require DoIT approval.
- **P-cards** may be used for payment on contracts (usually separate card than those used for Field Purchase order type purchases). Ensure this is considered in your pricing.
- **NH** does not have a vendor preference program or set-aside contracts.
 - One exception for Transportation related contracts via the [DOT DBE program](#)



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.

- ▶ Outside NH? Find your local PTAC: [APTAC - Association of Procurement Technical Assistance Centers \(aptac-us.org\)](http://aptac-us.org)

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
- ▶ Give us a call:
 - ▶ Danielle: 419-0571, Dave: 568-8485, Jane: 419-0943, Larry: 848-8451
- ▶ Meet with us in Concord (currently via Zoom)

