

Contracting with the State of New Hampshire

Presented by:





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 Purchasing Rules and Regulations
 - ▶ State Bureau of Purchase and Property authority
 - ▶ Other purchasing authority/delegation
- ▶ Accessing Bid and Contract Data
 - ▶ Bid Results
 - ▶ Proposal Results
 - ▶ Locating contracts and prior bid information
- ▶ Becoming a State of NH Vendor



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.
- ▶ State utilizes NIGP Codes to describe commodity or service grouping



State of NH Bids and Proposals page

- ▶ <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 (description of NIGP Code assigned)
 - ▶ Scroll down to view full list, or search
- ▶ Clicking on the “Bid Number” will open a PDF of the bid document.
- ▶ Note the Attachments and Addendum columns and be sure to review these.
 - ▶ Attachments may be an excel document that you are required to complete and submit.
 - ▶ Addenda may include changes to the scope of work, deadline or other relevant information. It is the Vendor’s sole responsibility to check the website for any and all addenda issued before submitting their response.
- ▶ *Closing Date and Time: Your bid will not be accepted if it is not received in P&P by the closing date and time.

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>
- ▶ And search using the second box at the top of the page:

Search by Dist.

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

- Click in the column Status/Bid Results
- In this example the status is “Awarded” and we see the bid that were received:

STATE OF NEW HAMPSHIRE

DATE:1/9/19

BID #137-19

REQUISITION:190445

DESCRIPTION:

VENDOR:

| SNOWMOBILES | | | | |
|-----------------------|----------|-----------------|------------------|----------------------------------|
| | 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 |



Proposal Results

- ▶ Similar to Bid Results, Proposal Results will be posted to the Bureau of Purchase and Property website, in a similar manner.
- ▶ Due to the nature of these, and RSA 21-G:37 there are multiple Statuses you may see:
 - ▶ Respondents: On the closing date of the proposal the agency is required to post the number of responses received. Note that this will be just a number.
 - ▶ Scoring:
 - ▶ Agency Approval required: Once responses have been reviewed and scored the results shall be posted to the website at five business days prior to approval of the contract by the agency.
 - ▶ Governor & Executive Council (G&C): These contracts must be submitted to the Department of Administrative Services (DAS) for G&C Approval, and scoring must be posted 5 business days prior to submission to DAS
 - ▶ Awarded: The final results and award information shall be posted online upon approval by the agency or G&C.
 - ▶ Contact Agency for Status: Individual agencies may post bids and proposals to the P&P site, however, P&P does not have the information.

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:

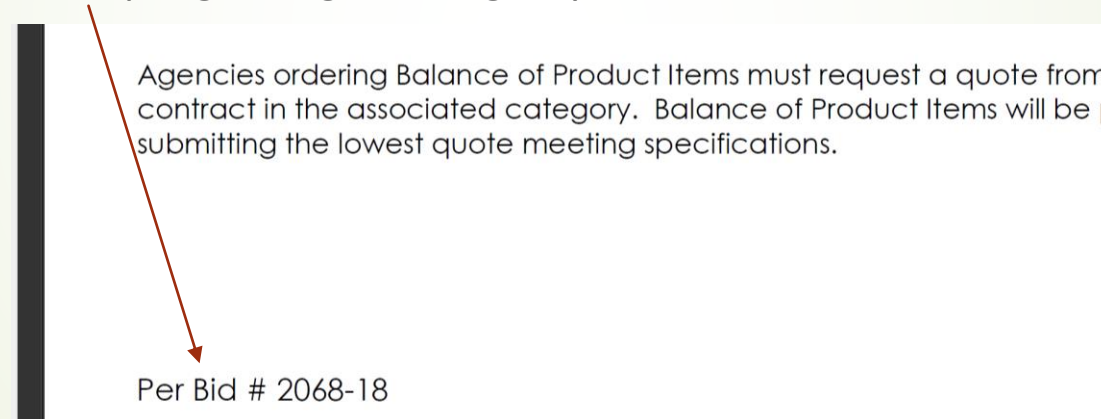
Contact:

NIGP Code:

NH Procurement Cards Accepted:

Contract Data

- ▶ Clicking on the Contract Description will provide you the “Notice of Contract” which tends to be a shorter description of the products/services to be provided, along with pricing. These are generally used as Agency instructions for ordering. This form many times will include reference to the original bid number.
 - ▶ For instance, Contract# 8002331 for Janitorial Supplies shows in the bottom left corner (beginning on page 2) that the bid number was RFB# 2068-18



- ▶ 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.



Responding to a State bid or proposal

- ▶ Read the entire document at least once; a general tip is to read bid or proposal 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 three pages of the document, completing and submitting the entire package will help to ensure you do not miss anything.
- ▶ Pricing, pricing, pricing!
 - ▶ Double-check your pricing prior to submission. Ensure it is entered properly, and calculated properly (if applicable).
 - ▶ If there is a spreadsheet to complete and submit, use it. 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 site visit because it would not accept \$0 or \$100, 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.

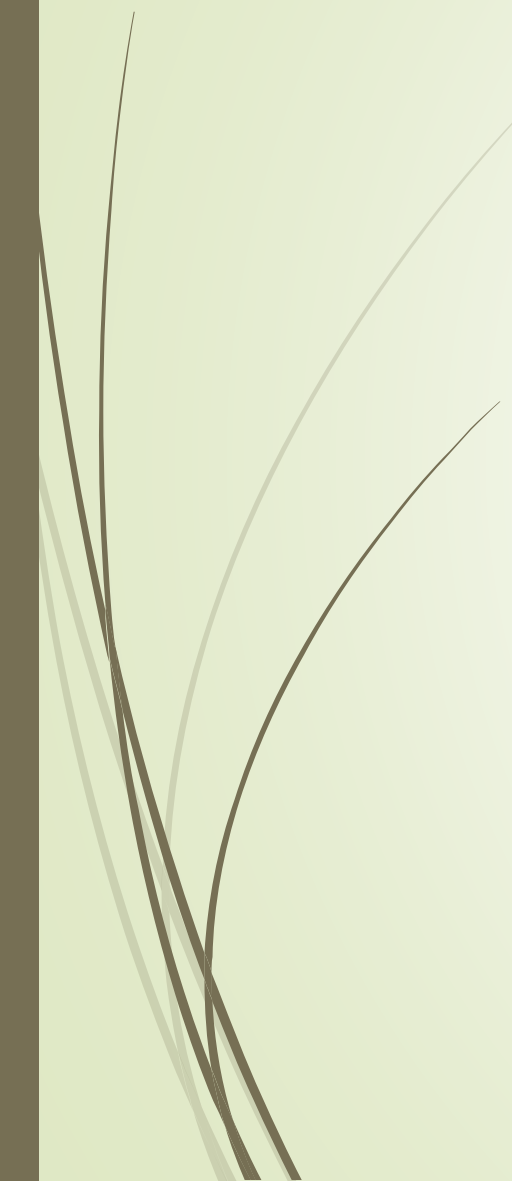


Become a State Vendor

- ▶ 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.
- ▶ If you are a current vendor you should confirm you know your login information here and if necessary, update the information in your profile.
- ▶ If you are not currently registered as a vendor and are interested in pursuing these contracts I would highly recommend registering as you will need to do so to submit a bid in the future,
 - ▶ Questions or need assistance? Email myself Danielle.bishop@livefree.nh.gov or Prch.web@das.nh.gov
- ▶ To do business within the State you must be registered with the Secretary of State Corporation Division
 - ▶ Website: <https://quickstart.sos.nh.gov/online/Account/LandingPage>
 - ▶ Phone: 603-271-3246
 - ▶ Email: corporate@sos.nh.gov



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)
- Give us a call at (603) 271-7581
- email us at: govcontracting@livefree.nh.gov
- Meet with us in Concord (currently via Zoom)
- Request a site visit – we'll come to you.

