



SOLICITATION PROCESS

Get projects started sooner. Make purchases quicker. Free-up purchasing staff. Use PCA contracts!

PCA performs all of the required steps of the solicitation process and provides the due diligence documentation to PCA Members upon request, saving the Member 6-9 months processing time and thousands of dollars.

Developing the Solicitation

- PCA staff with contracting experience and cooperative expertise, along with consultants and/or industry-specific products/service experts, develop indefinite delivery indefinite quantity (IDIQ) Requests for Proposal (RFP) and Requests for Qualifications (RFQ) on behalf of PCA Members.
- Each solicitation clearly states the terms and conditions, instructions for response, evaluation criteria, and response due date and time.
- Unique scopes, specifications, evaluation criteria, and pricing sections are written for each solicitation.
- Solicitations include governing law to be in compliance with Texas contracting and purchasing statutes, and other states' and the Federal Acquisition Regulation's (FAR) contracting requirements.

Issuing, Advertising, & Accepting Vendor Responses

- Solicitations are fairly and competitively bid. HUB vendors are encouraged to participate.
- PCA advertises the posting of the solicitation in a manner that meets the state of Texas requirements as well as in additional formats established by PCA as beneficial to PCA members, including a national advertisement in *Washington Post*.
- Solicitation notices are posted to the PCA website and the Texas Comptroller's Electronic State Business Daily (ESBD) website. Call lists are generated to invite vendors to respond.
- PCA provides approved vendors with an electronic link to the 3rd-party eProcurement system, Bonfire.
- Vendors are encouraged to submit value add products and services.
- A pre-proposal conference, if required, is held following the release of the solicitation.
- Q&A period. Questions may be submitted up to five (5) business days before the due date; questions and answers are posted publicly on the eProcurement system for all vendors to access.
- Contract addenda. If issued, the addendum clearly states what has changed. Vendors are required to sign and submit it along with their response to verify that they have read it and understand it.
- Solicitation responses may be modified or withdrawn by the vendor prior to the due date and time.
- Submissions are time/date stamped upon receipt and can only be accepted until the due date and time. The eProcurement system closes promptly; late submissions are rejected and cannot be reviewed.
- The time and place of the public opening is stated in the solicitation.

Evaluation & Award

- Responses are reviewed according to the evaluation criteria stated in the solicitation, including products and services offered, qualifications, references, performance capabilities, and best price.
- Evaluation Committee members sign conflict of interest affidavits, independently evaluate responses, and make recommendations for contract awards.
- Because PCA is a national cooperative, multiple contracts may be awarded to serve PCA Members in all 50 states. Vendors must score at least a minimum score to be considered for a contract award.
- An award packet or non-award letter is sent to each vendor submitting a response.
- Contract awards are posted to the PCA website and advertised to PCA Members.
- PCA administers and maintains the contracts.

Learn more about PCA at www.pcamerica.org or call Elaine Nichols, Director, at 713-851-1471
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