



Contracts & Procurement Supplier Connection

May 2016

THANK YOU!

Thank you for responding to our supplier survey issued last fall. We appreciate all of the valuable feedback provided. This is an annual survey to help us better understand how we can improve communications with our Suppliers. Here are some recent improvements we've made:



- Construction Project Electronic Bid Submission in BidSync
- List of Current Bids on the Contracts and Procurement website

WEBSITE

Check out the SLCo [Contracts and Procurement website](#) "For Suppliers" section. Here you can find information on how to do business with SLCo such as:



- Current Bids
- Submit a Bid
- Register as a Supplier
- Vendor Guide
- Supplier Management Form

Please [email](#) us feedback on the types of information that would be helpful to you.



BIG CHANGES IN ELECTRONIC BID PROCESS COMING!

What is SciQuest? It's the new e-Procurement system the Utah State Division of Purchasing and SLCo Contracts & Procurement



are moving to as a replacement to Bidsync. Over the course of the next 8 months, the State Division of Purchasing will be working with SciQuest and a Steering Team of key members, including a representative from SLCo C&P to configure, test, and roll-out this new system.

While SciQuest will be a change, it is also an opportunity to move from a repository-type system to one that is more robust. SciQuest's Sourcing Director will provide an opportunity to automate the entire solicitation process, from creation of the solicitation document all the way through the evaluation process. This will help to streamline processing time and further improve the consistency of the solicitation process.

We'll continue to provide more information on SciQuest and the new e-Procurement system in each newsletter. In the meantime, please register with SciQuest by clicking [here](#) to create an account so that you can access future solicitations from SLCo.

BROWN BAG

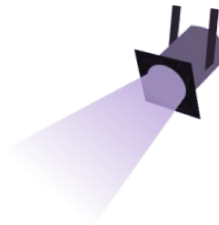
We'll be holding a Supplier Brown Bag Training in August to answer your questions on our procurement process. This training will be for individuals who respond to solicitations and prepare bid submittals. More information will be forthcoming.



Please take a quick [survey](#) to help us provide better information at this event.

VENDOR GUIDE SPOTLIGHT

Small Cost Purchases: Under the direction and approval of the Contracts and Procurement Division, County agencies may purchase goods and services under \$5,000.00 without a formal procurement process. Agencies are encouraged to obtain multiple quotes. All County solicitations in excess of \$5,000.00 are made by the Contracts and Procurement Division and shall be let in the open market to solicit competitive offers. A full copy of Salt Lake County's Vendor Guide can be found at the following [LINK](#).



TIPS ON RESPONDING TO REQUEST FOR PROPOSALS (RFPs)

Our Supplier Survey indicated that you'd like more information on how to respond to RFPs. Listed below are some tips in preparing your proposal responses.



- Note the Proposal Deadline – Late submittals will be returned unopened or deemed non-responsive.
- Pre-Proposal Conference – Meeting attendance is encouraged.
- Submission of Proposals – Follow content and format instructions and sign all forms.
- Use the Proposal Format Section as your checklist for what to include in your proposal. Submit all required forms with your proposal.
- Protected Status Form – Must be completed and submitted with your proposal if you believe any part of your proposal meets the criteria outlined.
- Preference Form – Must be completed, signed and submitted with the appropriate attachments in your proposal to be eligible for up to 3 potential preference points added to your proposal score.
- Scope of Work – Review this section thoroughly and provide a narrative which addresses how your company intends to deliver the required services.
- Evaluation Criteria – Review the Evaluation Criteria section to understand the areas of importance based on weighted scores. Organize your proposal section headings and tabs to match the Evaluation Criteria section headings.
- Proposals that lack detail and depth will not score well. Approaches should be customized to the Scope of Work rather than standard boiler plate company information.
- Include any exceptions or requests for modifications to the example Agreement or insurance requirements with your proposal.

UPCOMING BIDS

Upcoming Construction Projects

This list is not all encompassing

For a complete list of Current Bids visit our [website](#).

Department	Description	Anticipated Release Date
PW Flood Control	Highland Circle Debris Grate – Big Cottonwood Creek	Spring, 2016
PW Flood Control	Bingham Creek Channel Improvements 1300 W 1700 W	Fall, 2016
PW Flood Control	Hidden Hollow Staging Area – Debris Grate Parleys Creek	Fall, 2016
PW Engineering	Achilles Drive Culvert Reconstruction at Neffs	May, 2016
PW Engineering	Rose Canyon Road Intersection Improvement	April, 2016
PW Engineering	8000 West Rehabilitation – Hot Mix in-place	Spring, 2016
PW Engineering	Emigration slope stabilization wall construction #1 5850 E Emigration Canyon	May, 2016
PW Engineering	Emigration slope stabilization wall construction #2 – near Skycrest	June, 2016
PW Engineering	8400 West 3600 South Pedestrian Overpass Construction	June, 2016
Facilities Mgmt	Redwood Recreation Center Re-Roof	May, 2016
Facilities Mgmt	Parks & Public Works Operations Center New Construction	May, 2016
Facilities Mgmt	Redwood Recreation Center Re-Roof	May, 2016
Facilities Mgmt	Downtown Health Clinic New Const – Stage 1 - RFQ Stage 2 - Bid	July, 2016
Parks & Rec	Oquirrh Park Skate Park Parking Lot	May, 2016
Parks & Rec	Dimple Dell Recreation Center Re-Roof	May, 2016
Parks & Rec	Parley's Trail – Tanner to 1700 East	June, 2016
Parks & Rec	JL Sorensen Recreation Center – Multipurpose Fields	April, 2016
Parks & Rec	Jordan River Trail – 146 th to 150 th South	August, 2016
Parks & Rec	Jordan River Equestrian Trail – Jordan Narrows	June, 2016
Parks & Rec	Tanner Park Irrigation System	May, 2016
Center for the Arts	Abravanel Hall Lobby Remodel	May, 2016
Clark Planetarium	Exhibit Upgrade	May, 2016

[Suggestions? We would love to hear them!](#)

If you have any requests, ideas, questions, suggestions, and/or comments about the newsletter or its contents, please email SLCo-purchasing@slco.org.