



IDAHO

Department of Administration

STATE DIVISION OF PURCHASING

INVITATION TO NEGOTIATE





IDAHO ADMINISTRATIVE CODE IDAPA 38.05.01

DEPARTMENT OF ADMINISTRATION

RULES OF THE DIVISION OF PURCHASING

- 05. Competitive Negotiation. Procedure by which the buyer negotiates with one (1) or more responsive offerors in accordance with the provisions of an invitation to negotiate. (3-20-19)
- 002. Definitions. 16. Invitation to Negotiate. All documents, whether attached or incorporated by reference, utilized for soliciting proposals for a competitive negotiation. (3-20-19)
- 094. COMPETITIVE NEGOTIATIONS. Notwithstanding the provisions of Section 041 of these rules applicable to the formal sealed procedure, the administrator may authorize the use of competitive negotiations when it is determined that the use of negotiations may enable the state to more effectively identify and refine potential solutions, especially where the business need is complex or requires innovation. (3-20-19)
- The complete Rules of DOP are available at:
<https://adminrules.idaho.gov/rules/current/38/380501.pdf>

TYPES OF ITN'S THE STATE ISSUES

- Traditional ITN
 - Is structured similar to an RFP
 - Includes a complete Scope of Work
 - Gives the ability to negotiate areas of the scope that could benefit the resulting Contract.
- Solution-Based ITN
 - Is focused on selecting the most qualified and experienced vendor for a particular service.
 - Gives the Agency the ability to negotiate a complete Scope of Work with the Vendor(s) with expertise in the service they are requesting.
 - Includes a problem statement and any mandatory requirements the Agency has.

WHEN DOES THE STATE TYPICALLY UTILIZE AN ITN?

- Agile procurements (Complex IT projects)
- Complex projects that may need flexibility to negotiate and leverage the Vendor's knowledge.
- New services that the state does not yet have the expertise in
- Solicitations that have been very challenging in the past
- Agencies have ideal requirements but are open to alternatives

GOAL OF THE SB-ITN

- Find the most qualified and experienced Vendor for a particular project
- Give the ability for the Vendor's to showcase their expertise
- Allow for innovative solutions
- Allow the State and the Vendor(s) to negotiate a complete scope of work to promote successful outcomes for both parties

ITN PROCESS OVERVIEW

- DOP and the Agency Subject Matter Experts (SME's) develop project targets, mandatory requirements, any special terms & conditions, and develop an evaluation plan to finalize the ITN
- Post ITN
- Pre-Proposal Conference
 - Conference held for potential vendors to ask questions and get an overview of the project.
- Question & Answer Period
- ITN Closes
- Evaluation Process
- The State may hold Presentations/Demonstrations/or Interviews and invite top scoring Proposers.
- Notification of Finalists to enter into Negotiations (The State will request the Modifications & Exceptions form from Finalist(s) at this time)
- Agency creates a draft scope of work based off requirements in the ITN may use information provided by the finalist(s) (So there is a starting point for negotiations)
- Negotiation of Scope of Work & any terms with Finalist(s)
- Best & Final Offer (BAFO) Letter's to Finalist(s)
- Eval Team Scores the Scope of Work from Finalist(s)/ BAFO's/ Final Scoring is calculated
- Letter's of Intent (LOI's)/Appeal Period/Award Contract
- The State may hold a Contract kick-off Mtg. with the Apparent Successful Vendor.

A GLANCE AT AN ITN IN IPRO

- Setup section-Deadline Dates
- Mandatory Responses
 - Sections including a black star (★) must be answered by the vendor.

▼ Dates	
Time Zone	MDT/MST - Mountain Standard Time (US/Mountain)
Open Date ★	3/26/2020 12:00:00 AM
Close Date (Close date and time must be within agency business hours) ★	5/4/2020 5:00:00 PM
Sealed Bid Open Date ★	5/5/2020 10:30:00 AM
Show Sealed Bid Open Date to Supplier	<input checked="" type="checkbox"/> Show Sealed Bid Open Date to Supplier
Q&A Submission Close Date ★	4/8/2020 12:00:00 AM

A GLANCE AT AN ITN IN IPRO

- Q & A Board (located under the tools tab)
 - Submit all questions on the Q & A Board in IPRO.

▼ **Question #15**

What services are billable under this contract and what is the occurrence in which a contractor would be able to bill? Asked 4/9/2020 at 7:25 PM by [Kaylee Starman](#)

Answer

The billing structure will be a topic of negotiation with finalists. IDOC anticipates possibly paying a flat rate for administration of the program, plus fee for service for the individual services provided.

Actions ▼

Answered 4/9/2020 at 7:25 PM by [Kaylee Starman](#)

- Items Section: Enter \$0.00 in the Items Section and review the Cost Proposal Section in the Questions Section. Vendors will be required to respond to a cost proposal or review and agree to the Agency's budget.

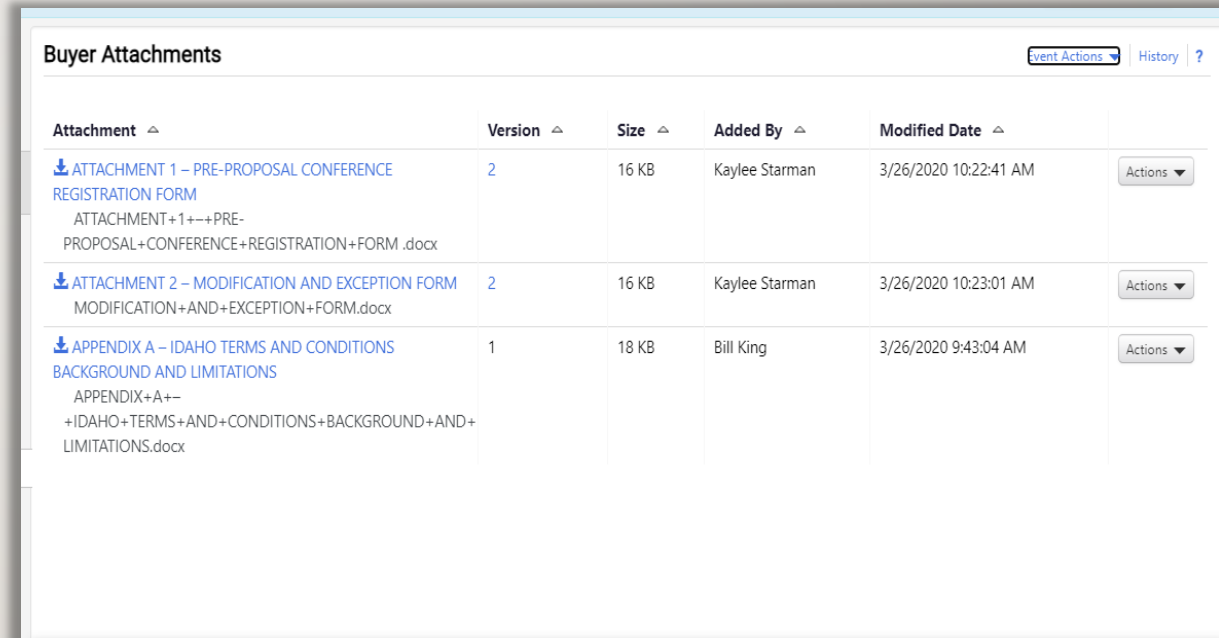
PREREQUISITES SECTION

- ITN Administration Document
- Solicitation Instructions
- Standard Terms & Conditions
- Special Terms & Conditions
- Insurance Requirements
- Cover Form
- Signature page
 - FEIN # must match what is shown on IPRO.

Prerequisites		Event Actions
		★ Require
Instructions to supplier	Prerequisite Content	
Download the ITN Administration Document and confirm that you have read and understand the contents. ★	ITN Administration Document ITN20200437 Solution Based ITN Administration Information.docx (version 2)	
Download the Solicitation Instructions to Vendors document and confirm that you have read and understand the contents. ★	Solicitation Instructions solicitation_instructions Jan 2017.pdf	
Download and acknowledge receipt of the attached Terms and Conditions. ★	Standard Terms and Conditions Jan 2017 Standard Terms and Conditions Jan 2017.pdf	
Download and acknowledge receipt of the attached Special Terms and Conditions. ★	SPECIAL TERMS & CONDITIONS ITN20200437 Special Terms & Conditions .docx (version 2)	
Download and acknowledge receipt of the attached Insurance Requirements. Note: Suppliers that do not currently hold the type/level of insurance required are strongly encouraged to contact an insurance representative to obtain a quote prior to submitting a proposal. An awarded contractor's inability to obtain the required insurance may be grounds for termination of the contract for cause and may affect the evaluation of that supplier's responsibility on future sourcing events. ★	Insurance Requirements INSURANCE REQUIREMENTS.docx (version 2)	
Download and fill out the Cover Form in it's entirety. Upload completed Cover Form to the Suppliers Attachment section of this Sourcing Event. ★	COVER FORM ITN20200437 Cover Form.docx (version 2)	
Download the attached Signature Page, complete and sign, and upload completed form under Supplier Attachments. ★	ITN Signature Page Signature Page ITN.pdf	

BUYER'S ATTACHMENTS/ SUPPLIER ATTACHMENTS

- Pre-Proposal Registration Form
- Modifications & Exceptions Form
- Idaho Terms & Conditions Background & Limitations
- Supplier Attachments- are where Vendors can upload any additional documents for their submissions



Attachment	Version	Size	Added By	Modified Date	
ATTACHMENT 1 – PRE-PROPOSAL CONFERENCE REGISTRATION FORM ATTACHMENT+1+--+PRE-PROPOSAL+CONFERENCE+REGISTRATION+FORM .docx	2	16 KB	Kaylee Starman	3/26/2020 10:22:41 AM	Actions
ATTACHMENT 2 – MODIFICATION AND EXCEPTION FORM MODIFICATION+AND+EXCEPTION+FORM.docx	2	16 KB	Kaylee Starman	3/26/2020 10:23:01 AM	Actions
APPENDIX A – IDAHO TERMS AND CONDITIONS BACKGROUND AND LIMITATIONS APPENDIX+A+--+IDAHO+TERMS+AND+CONDITIONS+BACKGROUND+AND+LIMITATIONS.docx	1	18 KB	Bill King	3/26/2020 9:43:04 AM	Actions

QUESTIONS SECTION: EVALUATION CODES

- 1. (M) Mandatory Response** - failure to respond to any (M) section, or to comply with any mandatory specification or requirement, will render Offeror's Proposal non-responsive and no further evaluation will occur.
- 2. (ME) Mandatory and Evaluated Response** - failure to respond to any (ME) section, or to comply with any mandatory specification or requirement in an (ME) section, will render Offeror's Proposal non-responsive and no further evaluation will occur. Offeror must respond to these sections as directed; points will be awarded based on predetermined criteria.
- 3. (E) Evaluated Response** - a response is desired and will be evaluated. If Offeror cannot meet the requirement, or chooses not to respond for any reason, zero (0) points will be awarded for the section. If Offeror responds, points will be awarded based on predetermined criteria.

QUESTIONS SECTION

- For the SB ITN the Questions Section is made up of typically four questions:
 1. (ME) Expertise & Qualifications: Offeror's provide a detailed description of your Business's expertise/ qualifications relative to the services described in the ITN.
 2. (ME) Risks & Challenges: Offeror's describe the Risks & Challenges associated with the services described in the ITN. How have you overcome those challenges or mitigated those risks in the past.
 3. (E) Value Add Information: Offeror's describe any value add you can provide the Agency beyond the services described in the ITN.
 4. (ME) Solution Concept Paper: Offeror's submit a Solution Concept Paper as detailed in the Solution Concept Paper template attached in the ITN. The Concept Paper will be evaluated as a demonstration of the Offeror's qualifications and expertise; the specific work proposed may or may not become part of any resulting contract and is not being evaluated on its own merits (but as a demonstration of expertise). Submissions must adhere to the provided template.

QUESTIONS SECTION CONT...

- Description of Services document:
 - The Description of Services contains the overall purpose of the ITN and consists of:
 1. INTRODUCTION
 2. PROBLEM STATEMENT
 - Background
 3. INITIAL PROJECT
 - Mandatory Requirements- Nonnegotiable
 - Project Targets- negotiable
 - Agency responsibilities
 4. FUTURE PROJECTS

Group 1: Experience and Qualifications				
#	Question Text	Conditional Upon	Response Type	
1.1	(ME) Expertise & Qualifications: Offerors must provide a detailed response to the following; the response must be two (2) pages or less. Please provide a detailed description of your Business's expertise/ qualifications relative to the services described in this ITN? ★	-	File Upload	View
Group 2: Risk Identification and Mitigation				
#	Question Text	Conditional Upon	Response Type	
2.1	(ME) Risks & Challenges: Offerors must provide a detailed response to the following question the response must be two (2) pages or less. Please describe the Risks & Challenges associated with the services described in this ITN? How have you overcome those challenges or mitigated those risks in the past? ★	-	File Upload	View
Group 3: Value Add Information				
#	Question Text	Conditional Upon	Response Type	
3.1	(E) Value Add Information: Offerors may provide a detailed response to the following; the response must be two (2) pages or less. Please describe any value add you can provide IDOC beyond the services described in this ITN.	-	File Upload	View
Group 4: Solution Concept Paper				
#	Question Text	Conditional Upon	Response Type	
4.1	(ME) Solution Concept Paper: Offerors must submit a Solution Concept Paper as detailed in the Solution Concept Paper template attached. The Concept Paper will be evaluated as a demonstration of the Offeror's qualifications and expertise; the	-	File Upload	View

QUESTIONS SECTION CONT...

- Cost Proposal Section
 - Typically consists of budget information and any limitations for the project that the vendor must review and agree to.
 - Typically the actual cost proposal will be sent out with the BAFO letter after negotiation with finalist(s) are complete and then evaluated.

TECHNICAL EVALUATION

- Initial Review of Proposals
- Team of 3-5 Evaluators
- May hold Oral Presentations/
Demonstrations/Interviews
- Points are entered in a cost matrix typically
in Excel



NEGOTIATIONS



- The State may enter into negotiations with one (1) or more finalists based on the evaluation of the technical proposals and demonstrations, if held.
- The State and the Finalist(s) will negotiate a complete Scope of Work & any Terms & Conditions that the Finalist identified they would like to negotiate on their Modification & Exceptions form submitted prior to negotiations.
- Negotiations may be held virtually, in writing, or in person or a combination of the three.
- Once the State and the Finalist(s) have agreed upon a final scope of work and terms and conditions the State will send a Best & Final Offer letter (BAFO) to the Finalist(s).

BEST & FINAL OFFER (BAFO)

- Consists of the Vendor's agreement to the negotiated scope of work, any negotiated terms, and the cost proposal form
- The Finalist(s) submit their BAFO's for final scoring
- BAFO's are evaluated and final scores are tabulated
- The State may issue more than one round of BAFO's.



IPRO REMINDERS

- You must have an IPRO account to view and bid on solicitations
- DOP website: <https://purchasing.idaho.gov/information-for-vendors/>
- The technical support for the IPRO system is provided by Jaggaer. Please contact Jaggaer Technical Support at (800) 233-1121, option 2.
- [DOP IPRO Admin contact: IPRO@adm.idaho.gov](mailto:IPRO@adm.idaho.gov)
- Make sure your supplier profiles are up to date
- Make sure to have selected all NIGP codes that are relative to your business to ensure you are notified of new solicitations.

INVITATION TO NEGOTIATE (ITN)



Thank you for being great partners and providing excellent services to the State of Idaho we appreciate you!

