



Negotiated Agreements: Biggest Bang for Your Buck

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Agenda

- Introduction
- Invitation to Bid
- Request for Proposal

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Invitation to Bid

- Firm Fixed Price contract
- Quantifiable items or specifications
- Bids evaluated as submitted
 - By specifications (paper, office supplies, office furniture)
 - By price
- No Negotiations allowed - may seek clarifications
- Public Records Requests
 - ITB – bids are reviewable at bid opening

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Request for Proposal (RFP)

- **Qualitative or performance specifications**
 - software, computer systems, services (janitorial, security, fuel, window cleaning)
- **Structured evaluation process for each phase developed prior to proposal opening**
- **Proposals evaluated in phases**
 - Written submittal
 - Administrative
 - Technical
 - Oral presentations (if needed)

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Request for Proposal (RFP)

- **Contract negotiations**
 - All terms and conditions
 - Specifications (work to be performed) and delivery schedules
 - Pricing
 - Negotiations can be stopped and proceed to the next ranked bidder
- **Public Records Requests**
 - RFP – proposals are reviewable after contract award





Presenters

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