

# Multnomah County's Procurement Process and Responsible Business Practices for RFP/RFPQs

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Understanding the Procurement Process// Objectives

## Key Takeaways

- Central Purchasing Resources
- Difference between RFP/RFPQs
- Advertisements and Public Notices
- RFP/RFPQ Structure
- Responsible Business Practices - *doing business the County way*
- Evaluation Process
- How to Respond to an RFP/RFPQ
- Notifications and Debriefs

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Understanding the Procurement Process// Central Purchasing Resources

## Central Purchasing & ADVSD Websites

- [Central Purchasing Website](#)
  - [Central Purchasing Bids and Opportunities](#)
  - [Responsible Business Practices](#)
  - [Minority, Women, Emerging Small Business](#)
- [ADVSD Website for RFPQ](#)

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## RFP/RFPQ Structure

	RFP	RFPQ
Benefits	<ul style="list-style-type: none"><li>Ensures competition, transparency and competition.</li><li>Works as a planning tool to identify gaps and risks.</li></ul>	<ul style="list-style-type: none"><li>Provides Department flexibility when client needs change and funding levels fluctuate.</li></ul>
When to use	Over \$150,000	Over \$150,000
Award	Award goes to 1 qualified proposer	More than one proposer may qualify in the vendor pool. Minimum requirement of 70% to qualify. Qualification does not guarantee an award.
Due date	1 closing date	Continuously open for 2-5 years with quarterly, bi-annual or annual closings.
Length of Contract	Up to 5 years	Up to 5 years



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## Advertisements and Public Notices

- [County Website](#)
  - One Time Opportunity
  - Continuously Open Opportunities
- Daily Journal of Commerce (DJC Oregon)
- Courtesy Notifications



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## RFP/RFPQ Structure

- Part 1 - Procedural Information
- Part 2 - Service Description, Funding and Contracting Information
- Part 3 - Proposal Evaluation, Questions and Instructions
- Part 4 - Proposal Submission Instructions
- Part 5 - Attachments and Electronic References



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## Part 1 - Procedural Information

### • Section 1.1 Procurement Timetable

Activity	Section	Scheduled Date/Time
Date Issued	Cover page	End of April*
Optional Pre-proposal conference	1.2	About 1 week after date issued
Questions or protests of specifications due to Purchasing in writing	1.3.1	10 days before closing date
Purchasing response to written questions	1.3.1	5 days before closing date
Proposal submittal deadline	Cover page	End of June*
Proposal evaluation period		End of July*
Provider selection		Mid August*
Contract start date		January 1, 2018

\*Dates in red are intended for the ADVSD Community Services RFPQ and are subject to change as necessary.




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## Part 1 - Procedural Information

- Section 1.2 Pre-Proposal Conference
- Section 1.3 Protests
- Section 1.8 Confidentiality
- Section 1.22 Wholly Secular Certification




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## Part 2 - Service Description, Funding and Contracting Information

- Program Model
  - Community Services for Older Adults
  - Evidence-based Health Promotion
  - Nutrition Services
- Training and Certification Requirements
- Payment
- Data and Reporting
- Tools and Technology




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## Part 3 - Proposal Evaluation, Questions and Instructions

- Proposal Questions
  - 75% Service Specifics
  - 25% Responsible Business Practices
- Questions and Evaluation Criteria



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## Part 4 - Proposal Submission Instructions

- Date, Time and Location
- Page Limit
- Proposer Checklist and Submittals

Item	Description	Page Referenced
1	Proposer Response Cover Page	
2	Attachment 1 - Proposer Representations and Certifications	
3	Proposal Questions and Responses Section 3.2	
4	Attachment 2 - Sample Contract	
5	Attachment 3 - Budget (example)	



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Responsible Business Practices  
=  
Sustainable Business Practices



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## Understand the following:

- Responsible Business Practices are Sustainable Business Practices
- Definition of Sustainability
- How to Respond to Sustainability
  - Business Operations & Direct Services
  - Life Cycle of Goods and Services
    - Goods: Manufacturing, Use, Disposal
    - Services: Planning, Delivery, Individuals Succeed
- Definition of the Triple Bottom Line Environment, Equity (Social), Economic Impacts
- Examples throughout!



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## Multnomah County Defines Sustainability:

"Focus on the long-term environmental and economic well being of the community."

### Triple Bottom Line: 3 Impact Areas

<b>Environmental Impacts</b> = 10% of total points.	<b>Social Equity</b> = 10% of total points	<b>Economic Impact</b> (includes employee wellness) = 5% of total points
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<https://multco.us/purchasing/responsible-business-practices-vendors>

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## Integrating Sustainability into our process...

### Think about if you are asking questions in:

- Delivery of Services
- Business Operations

### Life Cycle Analysis:

- Manufacturing phase
- Use phase (with our jurisdiction)
- Disposal phase



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**Environmental Impacts:** The purchasing products or services that "have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose." This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance or disposal of the product or service that mitigates or reduces Greenhouse Gas (GHG) emissions.

+Healthy Purchasing/less toxic +purchasing

+Water Conservation

+Energy Conservation

+Waste Reduction Strategies

+Food Justice

=Reducing Greenhouse Gas Emissions



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**It's Time For A Break**



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**See Handout- Human Service Environmental Impact Example:**

**3.2.6 SUSTAINABILITY PRACTICES**

**10% TOTAL POINTS**

Multnomah County places a premium on environmental protection and awareness. What is your experience in incorporating environmentally positive solutions into your work practices? How will your organization introduce environmentally sound practices that lower GHG emissions in the supply chain in the delivery of services?

*Evaluation criteria (Answer the above question with 1, 2 or 3 evaluation criteria) We are looking for qualitative and quantitative examples of how your organization lowers GHG emissions with water and energy conservation, waste management, healthy purchasing which is reducing exposure to chemicals of concern. If there is any food service incorporated into your service delivery or business operations please explain how you address all of these environmental considerations.*

1. *Proposer describes prior experience incorporating environmentally positive solutions into the organization's work practices in business operations.*
2. *If the organization has not had experience incorporating environmentally positive solutions into its work practices it describes the challenges or barriers to doing so as it pertains to the delivery of services or business operations. Please include what you can do or what you are able to do currently and a plan to incorporate environmental considerations if barriers were removed by being awarded this contract.*
3. *Proposer describes considerations and practices to incorporate environmental protection and awareness into the delivery of services. Please give an example in these areas: Toxic reduction, Waste Management, Energy and water conservation.*



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Social Equity is the pursuit to create full and equal access to opportunities for all people that enable them to attain their full potential.

Social Equity factors ensure that everyone in the supply chain is:

- treated fairly;
- disparities are not created, but alleviated;
- and provide the resources for success.
- <https://multco.us/purchasing/social-equity>




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**Social Equity Impacts:**

1. **Small and medium sized vendor firms** provide the needed resources to participate in our solicitations.
  - o Locally owned, Woman owned, Minority owned, Aboriginal/Indigenous owned, Veteran owned, LGBT owned, Service-disabled veteran owned Note: Naming conventions and definitions vary between regions and organizations.
2. **Culturally Responsive and Specific Services** that provide resources for our community to overcome barriers and succeed.
3. **Fair Trade,**
  - o Remedies to access education and training,
  - o **Living wage,**
  - o Human and Indigenous rights,
  - o Right to collective bargaining,
  - o Anti-corruption and bribery,
  - o Fair working hours and compensation,
  - o Right of freedom of association, and
  - o No child/ forced /bonded labor
  - o Community engagement,
  - o Diversity/equal opportunity,
  - o Accessibility to equal remuneration,
  - o Grievance & remedy processes,
  - o Occupational health & safety.




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**See Handout- Social Equity Example:**

Please answer one of the following to be eligible for 10% of the points on this solicitation.

Proposer to demonstrate how small, medium, local or emerging businesses benefit from in your organization's business operations or in the delivery of service.

**Evaluation Criteria:**

1. Please describe how your service delivery has positive equity impacts for the communities you are serving? We are looking to see how service delivery will help the client and community have positive equity impacts. We want to see plans and metrics on successes.
  2. Focusing on your business operations we want to hear how your purchase and use good and services to be an empowering impact on communities who face the most inequities. Outcomes will demonstrate how individuals are able to contribute and fully participate in our communities.
- A. If you are a large organization this should include details on utilizing local emerging and established businesses that have a greater impact on providing careers with benefits that go beyond healthcare to disenfranchised populations. Workplace Improvement through policy and procedure review, updating, and creation. Please describe how employee are part of Quality Improvement of business practices. Please describe how you have an open and collaborative workplace culture which improves economic impacts.
- B. If you are a small or medium sized organization DBE/MWE/VSDB this should include details on how your organization has demonstrated positive economic impacts in the community including your successes and how you have partnered with others for success which may include obtaining contracts, mentorships, internships, or developing a collaborative workplace culture.




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### Social Equity Example:

What social equity innovations for cultural and ethnic minority populations can your agency integrate into the delivery of goods and/or services? How do these social equity innovations go beyond industry best practices? Please provide specific examples and demonstrate how you will deliver and track these innovations?

Evaluation Criteria: Please respond to one or more of the following to demonstrate you are incorporating social equity into your service delivery.

1. We are looking for how your agency connects with DBE's and MWVESB's in the local community for outcomes that include contracts for service delivery and community connections that help to establish and maintain emerging businesses. Please share how your outreach is culturally responsive and specific and has a positive effect on delivery of services.
2. We are looking for a small DBE/MWVESB in our community to provide culturally responsive and specific services. Please provide details on how your organization A. has provided these services with details on programming, staffing, and metrics of success. B. has not provided these services and tell us why you have had barriers to doing this work and what is your plan if you obtain this contract to ensure delivery of services that includes staffing and metrics.

<https://multco.us/purchasing/social-equity>



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**Economy:** The system through which a society answers the three (3) economic questions: How wealth is created, distributed and retained.



- Job creation
- Supporting local businesses
- Enhancing local businesses
- Benefits that go beyond healthcare, such as trauma support, wellness, and policy influence

<https://multco.us/purchasing/economic-impact-considerations-personal-services>



3 of 3 Impacts of the Triple Bottom Line of Sustainability

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### See Handout- Economy Example:

Please answer one of the following to be eligible for 5% of the points on this solicitation.

We are looking for proposers to respond with how their goods or delivery of services has positive economic impacts on staff in business operations, clients served in service delivery or local community business enhanced.

**Evaluation Criteria:** We are looking to support business that has positive economic impacts for a community by providing meaningful work or job training, but also assisting in building a business community where services are being delivered or business operations.



3 of 3 Impacts of the Triple Bottom Line of Sustainability

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## Sustainability Resources for Proposers

1. Multnomah County Purchasing Public Site Responsible Business Practices:  
[www.multco.us/purchasing/responsible-business-practices-vendors](http://www.multco.us/purchasing/responsible-business-practices-vendors)
  - a. Sustainability in our solicitations is in the section titled Responsible Business Practices
  - b. We have guidance for Sustainability that is useful for vendors and those developing procurements that include
    - i. Definitions of Sustainability and the Triple Bottom Line
    - ii. Example questions and Evaluation Criteria
    - iii. Additional Resources
    - iv. Contact Information Central Purchasing Staff
2. Equity and Empowerment Lens :  
<https://multco.us/diversity-equity/equity-and-empowerment-lens>
  - a. Definitions of Sustainability, Triple Bottom line: Environment, Equity, and Economic Impacts
  - b. Case Studies
3. For technical assistance contact Shawn Postera, Sustainable Purchasing Coordinator  
e: [shawn.postera@multco.us](mailto:shawn.postera@multco.us) or p:503-988-7995.



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## Evaluation Process

- 3 evaluators minimum
- Review the proposals and write down preliminary scores prior to the evaluation
- Meets to discuss strengths and weaknesses
- Proposals are evaluated on:
  - Evaluation Criteria
  - How well the proposer answered the question
- Make any final changes to score



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## Responding to a Multnomah County RFP/RFPQ



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## Notifications and Debriefs

- Program Approval
- Qualification letters signed by the Purchasing Manager
- Letters are mailed & emailed to the proposers
- Protest Period - 5 Business Day
- Debrief provided for any proposers who are interested



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## Wrap Up - Review Key Concepts

- Central Purchasing Resources
- Difference between RFP/RFPQs
- Advertisements and Public Notices
- RFP/RFPQ Structure
- Responsible Business Practices - *doing business the County way*
- Evaluation Process
- Responding to a RFP/RFPQ
- Notifications and Debriefs



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## Multnomah County Central Purchasing Thank You!

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<http://www.multco.us/purchasing>

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