

One-Time Delegation Request Goods

DGS Approval: Deleg. # _____ Date: _____
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Date Form Prepared: _____

All the questions on the attached sheet must be answered in order for this request to be processed.

Requesting Department Information		
Department: (Name and Address)	Telephone #: ()	
Dept. Contact Name:	Email Address:	FAX #: ()

Required Contract Information		
Project Name:		
Estimated \$ Amount: \$	Estimated Bid Release Date:	

Provide a brief description of the required acquisition, including all the services the contractor will provide:

Required Approvals	
DEPARTMENT AGREEMENT: At any time during the procurement, the DGS-PD will assist the department, as requested. This may be in the form of solicitation development, document review, evaluation assistance, etc. At the conclusion of the procurement department agrees to submit one copy of the RFQ/IFB/RFP including all Addenda, one copy of all Final Bids submitted, one copy of the final negotiated contract and the Final Evaluation and Selection Report to the DGS, PD-Delegation Resources for concurrence with selection for award. Signed By: _____ Date: _____ (Delegation Contact)	DELEGATION RESOURCES APPROVAL: Approved: Signed By: _____ Date: _____ Judy Heringer, Manager Delegations Resources (916) 323-9228 email: judy.heringer@dgs.ca.gov cc: Janice King, Acquisitions Branch Manager Bob French, One-Time Acquisitions Manager

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Please provide narrative responses for the following:

1. Briefly describe the RFQ/IFB/RFP process and what steps will be utilized for this procurement. Provide a list of the procurement's key action dates.

2. Describe the evaluation methodology proposed for this project, including:
 - the administrative and technical criteria and how they will be assessed
 - any risk mitigation measures being considered and how they will be evaluated.

3. What kind of peer review will your Agency use to ensure that:
 - the RFQ/IFB/RFP includes all pertinent requirements,
 - has thoroughly integrated the requirements with the evaluation methodology, and
 - has been edited for content, spelling and grammar.

4. What kind of contract security document (i.e., irrevocable letter of credit, certificate of deposit or performance bond) is required by the RFQ/IFB/RFP? What percentage of the estimated value of the procurement does the security document represent? What were the considerations in selecting the type of security document?

5. How will your Agency ensure that the process for competition is open and competitive?
What methods will be used to solicit competition?

Request for Interest (RFI)? If yes, how was the list compiled _____

Was the bid advertised in the California State Contracts Register? _____

Or, another publication? _____

6. Is there potential for California certified small businesses to participate in this solicitation? How will your RFQ/IFB/RFP be structured to facilitate participation by small businesses?

7. Describe the State's procurement project management team. List the key personnel by name and title and include their procurement experience.

8. Describe the contract implementation project management team as required by the IFB/RFP. List the key personnel by job title and required length of experience.

9. The State's General Provisions must be incorporated into the RFQ/IFB/RFP. You may include necessary modifications (to suit your specific business needs) in a Special Provisions attachment along with other additional project specific, unique language, including a Statement of Work. Note that modifications to the General Provisions must be approved by Procurement Division in advance of publication of the RFQ/IFB/RFP. See our web site at: www.pd.dgs.gov

10. Are there any political issues that could affect the solicitation?

11. Have all required approvals been received (i.e., Department of Finance, Department of General Services)? Include a copy of the approval documents.

12. Describe any other significant factors affecting this project.