

This newsletter is published on a monthly basis to provide relevant information to government purchasing and contracting professionals regarding public procurement and contracting topics. Hope you enjoy!

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### Texas Legislative Watch



The 85th Texas Legislative Session ends on May 29, 2017. GPS is tracking procurement and contract related bills throughout the session and will update and post a weekly [Legislative Watch](#) on the GPS website.

### Using External Members on Evaluation Teams

As procurement professionals, we know that the evaluation team should be comprised of subject matter experts. Normally, each agency has subject matter experts within their agency. However, every so often, the agency has limited or no expertise in the subject of the procurement. In these cases, you might consider using external sources.



Below are a couple of examples when I used external members:

- **Traffic safety advertising campaign** - we used a representative from Mothers Against Drunk Drivers and a representative from the National Traffic Safety Institute.

### Training Schedule



#### 2017 Workshop

Prices:

\$300 (1-day)

\$515 (2-day)

Group Discounts Available



#### Agile Project Management

October 6, 2017

Austin



#### Communications & Stakeholder Management in Projects & Contracting

October 5, 2017

Austin



#### Contracting in an

- **Magazine fulfillment services** - we used the editor from the Texas Department of Transportation's magazine as part of the evaluation team for Texas Parks & Wildlife's magazine.

If you do consider external sources, the key is to do everything you can to ensure the individual(s) have no conflicts of interests, biases, and have a full understanding of how the evaluation process works.

Caution should also be taken to prevent external members from comprising a majority of your evaluation team. You want majority membership to be your agency personnel.

Another reason for using external members is to alleviate any pre-conceived bias of agency personnel. At one agency I worked, we had a situation where the same vendor was awarded the contract several years in a row. There was some grumbling among the vendor community that the awarded vendor was a "favored vendor". These vendors did not want to consider that maybe the awarded vendor was more qualified.

We thought if we used some external evaluation team members it might help with the pre-conceived bias issue. Although the outcome was the same in this instance - the other vendors did say that they appreciated us using the external team members. As an extra bonus, external members often commented about how impressed they were with the entire evaluation process and how open and fair it was!

Sometimes user departments want the purchasing representative to be a voting member of the team. The purchasing representative typically serves as a non-voting member. Their responsibility is to facilitate the evaluation process - not be part of it. There are exceptions to this rule. If the procurement is for the purchasing department, they of course want to be part of the evaluation team. In this case, a purchasing representative is a voting member of the evaluation team and a different purchasing representative serves as the non-voting facilitator.

Whether you decide to use only internal evaluation team members or to include external members, conduct an open and fair process and you can't go wrong!

## Agile Project Environment

*July 19, 2017*  
*DFW*

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## Essentials of Contract Management

*April 26-27, 2017*  
*DFW*

*June 28-29, 2017*  
*Austin*

*Sept. 27-28, 2017*  
*Houston*



## Effectively Managing Multiple Projects /Contracts & Time Management

*April 20, 2017*  
*Houston*

*July 18, 2017*  
*DFW*

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## Ethics in Contracting

*June 6, 2017*  
*Houston*

*July 13, 2017*  
*DFW*

## Question of the Month

### QUESTION:

Could you please shed some light on using "best value"? I am specifically looking for using best value during evaluation and award of a bid."



### ANSWER:

Best value can be used with bids or proposals. It is more commonly used in proposals for complex procurements in which you want to evaluate factors other than price. The agency establishes the evaluation criteria, includes it in the proposal and utilizes evaluation teams to score the proposals. Best value is much simpler with bids. Use best value for bids when there are additional features or benefits that you might be willing to pay for. If you are not interested in any additional features or benefits - you just need what is required in your specification - then use low bid.

Two commonly used best value criteria for bids are warranty and delivery. For example, if you are buying a tractor and you need it quickly and/or you are willing to pay more for a longer warranty period, then you should use best value. With bids the evaluation is simple:

Vendor A bid \$6,000 with a 21-day delivery and a 12 month warranty versus Vendor B who bid \$6,500 with a 10 day delivery and a 24 month warranty. You simply decided (through consultation with the end-user) if you are willing to pay \$500 more for a quicker delivery and longer warranty. If the answer is "yes", document the file as to your decision and award to Vendor B. If the answer is "no", document the file and award to Vendor A.

Sept. 12, 2017  
*Austin*

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## Fundamentals of Public Purchasing

May 30-31, 2017  
*Houston*

Sept. 14-15, 2017  
*DFW*

Dec. 12-13, 2017  
*Austin*

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## Negotiation Skills

June 7, 2017  
*Houston*

November 14, 2017  
*DFW*

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## Procurement Management Academy

May 2-3, 2017  
*DFW*

Sept. 21-22, 2017  
*Austin*

October 4-5, 2017  
*Houston*

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## Purchasing 101 for Everyone

November 9, 2017  
*Houston*



**Schedule  
Management in  
Projects &  
Contracts**

*June 28, 2017*

*Austin*

*November 17, 2017*

*DFW*



**Scope  
Management in  
Projects &  
Contracts**

*June 27, 2017*

*Austin*

*November 16, 2017*

*DFW*

**Specification  
Writing**

*September 13, 2017*

*Austin*

*November 8, 2017*

*Houston*

**Using Request for  
Proposals**

*Oct. 10-11, 2017*

*DFW*

**Nov. 14-15, 2017**  
***Austin***

