

## Procurement Process (Handout 3)

The procurement team will be asked to review and provide input on firm qualifications, scoring methodology and the statement of work.

### Proposed Schedule

Issue Request for Quotes and Qualifications	8/27/18
Question & answer period	8/27-8/31/18 at 5:00 pm Pacific Time
Issue last addendum to RFQQ	9/3/18
Proposals due	9/14/18 at 5:00 pm Pacific Time
Evaluate proposals	9/17-9/21/18
Conduct oral interviews with finalists	9/24-9/28/18
Announce "Apparent Successful Contractor" and send notification via e-mail to unsuccessful proposers	10/1/18
Hold debriefing conferences (if requested)	10/1-10/5/18
Negotiate contract	10/1-10/12/18
Begin contract work	10/15/18

### Qualifications

Below is an incomplete list of qualifications as a sample for reference only.

- Develop and provide consultation on the development of survey methodology to meet project objectives and timelines
- Provide input, guidance and consultation on the development of a representative sample frame, and probabilistic sample, accounting for data limitations, project timelines, and expected response rates
- Provide input, guidance and consultation on survey methods to reach multi-lingual and multi-cultural populations
- Develop and provide consultation on the development of a survey questionnaire based on project criteria and objectives

- Develop and provide consultation on the development of a survey testing process to identify and close gaps between questionnaire design and project outcomes
- Complete and implement final survey questionnaire to meet project timelines
- Accurately analyze and report survey results utilizing advanced analytics capabilities, e.g., cross-tabulated data, cluster analysis, frequency tables
- Provide expert consultation by phone and in writing to Commerce on an as-called-upon basis
- Knowledge of and experience with analyzing labor market data from federal and state sources, e.g., Census bureau, Employment Security Department

### Desired

- Current understanding of the national policy context on portability of worker benefits.
- Working knowledge of state-of-the-art mobile applications technologies regarding survey design and implementation
- Ability to perform anonymous survey geocoding

### Scoring methodology

Procurement team members will be asked to score proposals based on firm experience, staff qualifications, and schedules.

The procurement coordinator is tasked with computing the score for the quotations section by dividing the lowest-cost bid received by the Proposer's total cost. The resultant number is then multiplied by the maximum possible points for the cost section. Below is an example of how the points are distributed according to weights assigned by the procurement team.

Qualifications Section – 70%	70 points
Firm Experience.....35 points (maximum)	
Staff Qualifications.....15 points (maximum)	
Schedule.....20 points (maximum)	
Quotation Section – 30%	<u>30 points</u>
Grand Total	<u>100 Points</u>