



PREPROPOSAL CONFERENCE JIT Agreement Solicitation #####

(Please Sign In)

Date

**NAME OF SCR
Sandia Contracting Representative**



INTRODUCTIONS

- **SCR NAME**
 - **Sandia Contracting Representative (SCR)**

- **SCA NAME**
 - **Sandia Contract Administrator (SCA)**



CONFERENCE GROUND RULES

- **No recording devices**
- **Turn off cell phones and pagers**
- **Questions should be specific to clauses or sections in the solicitation**
- **Statements made during the conference do not supersede the terms of the solicitation**
- **Solicitation will remain as is unless amended electronically**



MEETING AGENDA

- **Just-In-Time (JIT) Concept**
- **Just-In-Time (JIT) Process**
- **Solicitation Review**
- **Proposal Requirements**
- **Contract Award and Evaluation Criteria**
- **Pricing and Reverse Auction**
- **Best Value Source Selection**
- **Statement of Work (SOW) Specifics**
- **Delivery**
- **Communications**
- **Advice and Questions**



JUST-IN-TIME (JIT) CONCEPT

- **A process for obtaining a wide range of frequently purchased, generally low value commercial goods and services**
- **Lab wide requesters**
- **~ 50 long-term contracts**
 - **Competitive pricing**
 - **Direct order entry into Oracle system**
 - **Negotiated, known delivery timeframe**
 - **Known quality specifications**
 - **Value-added services**
 - **Electronic order processing and payment**



JUST-IN-TIME (JIT) PROCESS

- **Contractor or requester enter order into Oracle.**
- **Purchase Order number is generated by Oracle.**
- **Contractor downloads orders and prints labels.**
- **Supplier electronically submits Advance Shipment Notice (ASN) for items they are delivering.**
- **ASN receipt generates payment.**



SOLICITATION GENERAL INFORMATION

- **Small business set-aside**
- **Questions will be accepted until (TIME) Mountain Time on (DATE)**
- **Completed solicitations must be received no later than (TIME) Mountain Time on (DATE).**



SOLICITATION GENERAL INFORMATION

- **Awarded by (DATE)**
- **Contractor start date of (DATE)**
- **Three (3) year base agreement, with two (2) two-year options**



SOLICITATION BASICS

- **Supplier must bear entire cost of preparing and submitting solicitation response.**
- **Supplier must provide completed responses to the information required in the solicitation.**



PROPOSAL REQUIREMENTS

Solicitation Instruction/Section I Clause Completion

- A. Complete Cover Page**
- B. Tax ID Number**
- C. Submit a Balance Sheet**
- D. NAICS Code and Small Business Certification**
- E. Furnish Name of Authorized Person(s)**
- F. Respond to Mandatory Requirements**
- G. Respond to Evaluation Criteria**
- H. Complete Pricing Spreadsheets**



CONTRACT AWARD CRITERIA

- **No Oral Presentation**
- **Response to mandatory requirements – # page limit**
- **Written response – shall not exceed # pages**
- **Topics must be addressed in order**
- **Must not address price offer**



EVALUATION CRITERIA

All criteria are of equal importance

- **Criteria 1**
- **Criteria 2**
- **Etc.**



PRICING and REVERSE AUCTION

Pricing – Attachments

- **Fill out areas highlighted in yellow**
 - **Supplier Low Net Cost**
 - **Proposed Fix Markup Factor**
 - **Is this item normally stocked?**
 - **Proposed Delivery Lead Time**
- **Final Worksheet auto-populated**



PRICING and REVERSE AUCTION

Reverse Auction

- **Mandatory Test RA – (DATE) at (TIME) Mountain Time**
- **Reverse Auction – (DATE) at (TIME) Mountain Time**
- **Use Final Market Basket Worksheet to populate RA fields**
- **In the event RA is cancelled, bids will be accepted as standard, sealed bids.**



BEST VALUE SOURCE SELECTION

Source selection will be made on the relative capability of each offeror's organizational experience, past performance, proposed approach, and price in relation to all other competing offerors.



STATEMENT OF WORK (SOW) SPECIFICS

A. General Information

B. Additional subheadings, such as:

- Non-Catalog Items**
- Contractor Reporting and Meeting Requirements**
- Return of Items Ordered**
- Inventory**
- Reseller Authorization**
- Personnel Training Requirements**
- Contractor Performance**
- Quality Significant Oracle Coding**
- Use of Staff Augmentation Personnel**



DELIVERY

- **Attachment(s) delivery specifics**
- **Service Level – Determined on your ability to deliver items according to agreement schedule**
- **Partial deliveries accepted, but still affects Service Level if delivered late**



COMMUNICATIONS

- Questions may ONLY be addressed to the SCR.
- No direct contact with Technical Evaluation Team members.
- Questions/Clarifications will be communicated via e-mail.



ADVICE

- **Thoroughly read the RFQ**
- **Provide all information requested**
 - **Address criteria in order.**
 - **Do not assume we know anything about your company.**
 - **Contact SCR if clarification is needed.**
- **Make your first offer your best offer.**



QUESTIONS

