



# CONNECTICUT

## Department of Housing

Selia Mosquero – Bruno, Commissioner



**WELCOME**

Architectural & Technical Support

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# DOH PROCUREMENT BASICS

Please submit all questions in the Chat  
THANK YOU!





**THE \$100,000  
PYRAMID**

Games  
of  
PROCUREMENT





1  
GAME



PROCUREMENT



PURPOSE

1  
GAME

COST LEVEL SELECTION



THREE LEVELS



\$ 100,000

\$ 5,000

MICRO PURCHASES

\$ 50,000

SMALL PURCHASES

COST LEVELS

Determines







# SOLICITATION REQUIREMENTS FOR CONTESTANTS



# SO THAT WE CAN GO TO GAME #2

Please submit all questions in the Chat  
THANK YOU!





# THE KING DATING GAME

2  
GAME

PROCUREMENT

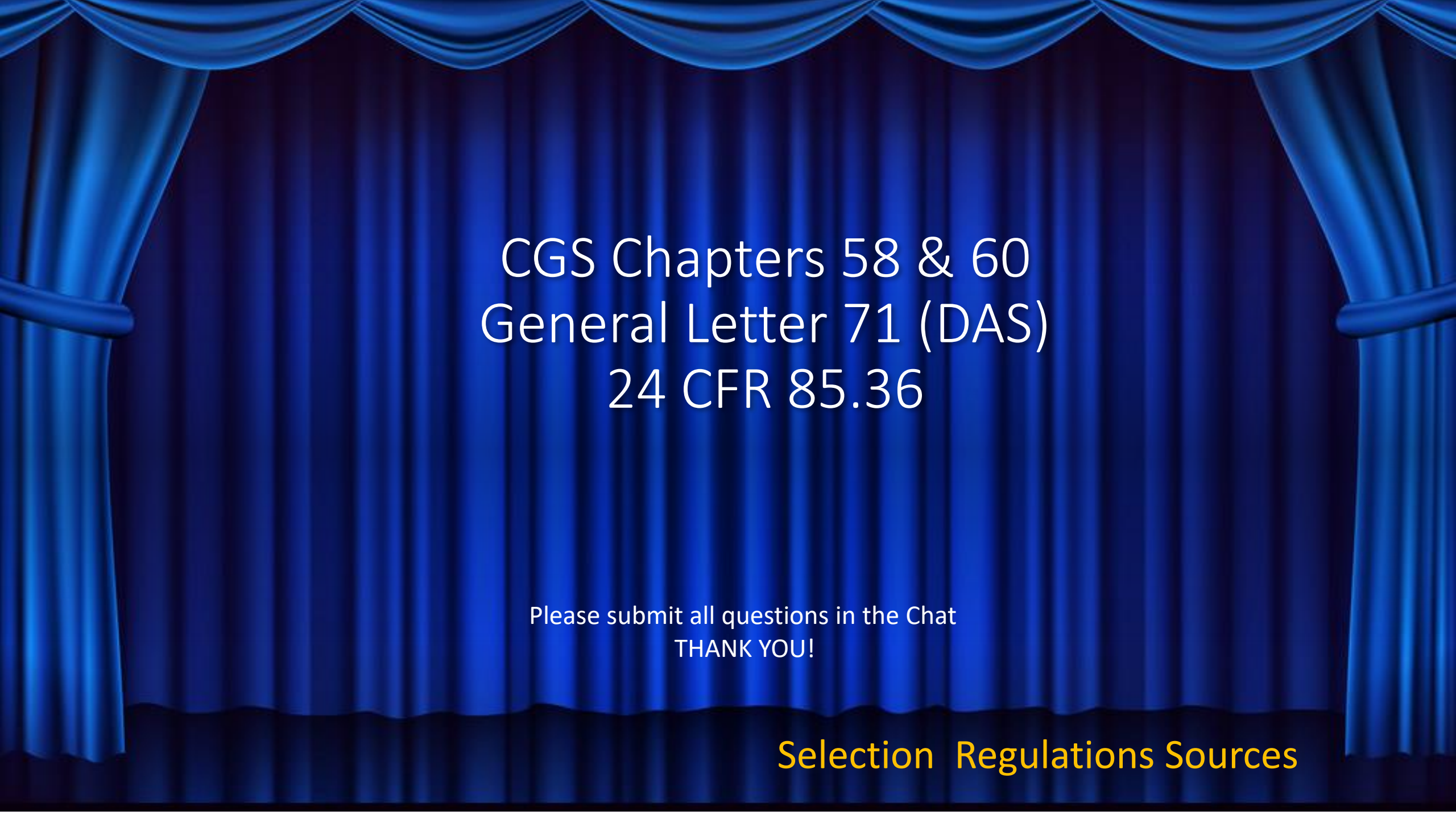
# THE KING DATING GAME

PURPOSE



SELECTIONS

“Finding 3 Game Contestants”

The background of the slide is a dark blue, textured curtain with a scalloped top edge and two side panels that are slightly pulled back, revealing a darker blue area behind them. The lighting is soft, creating subtle highlights and shadows on the fabric.

CGS Chapters 58 & 60  
General Letter 71 (DAS)  
24 CFR 85.36

Please submit all questions in the Chat  
THANK YOU!

**Selection Regulations Sources**

## SELECTION REGULATION

# 24 CFR 85.36 -Procurement

**(a) States.** When procuring property and services under a grant, a State will follow the same policies and procedures it uses for procurements from its non-Federal funds. The State will ensure that every purchase order or other contract includes any clauses required by Federal statutes and executive orders and their implementing regulations.



## SELECTION REGULATION

### General Letter 71

a) Minor nonrecurring purchases of any type of goods or services up to \$5,000 (annually, per item) ., also known as direct or open market purchases, may be made without obtaining quotations or bids.



\$5,000≤

GOODS-SERVICES-CONSTRUCTION  
MICRO-PURCHASES

- SOLE SOURCE

**THE  
DATE  
GAME**

SELECTION REQUIREMENTS



Please submit all questions in the Chat  
THANK YOU!

## GAME REGULATION

### General Letter 71 (DAS)

b) Purchases over \$5,000 and up to \$50,000 (annually, per item) must be based upon, when possible, at least three written quotations or bids, from responsible and qualified sources of supply.



**\$50,000 ≤**  
GOODS-SERVICES-CONSTRUCTION  
SMALL PURCHASES

- COMPETITIVE
- WRITTEN SCOPE OF SERVICES
  - MINIMUM 3 WRITTEN QUOTES/BIDS/PROPOSALS

**THE  
DATING  
GAME**

**SELECTION REQUIREMENTS**





## GAME REGULATION

### General Letter 71 (DAS)

c) Purchases over \$50,000 and less than **\*( \$100,00 /DOH/FED )** \$200,000 (annually, per item) must be based upon, when possible, at least three written quotations or bids, from responsible and qualified sources of supply. Agencies must also publish their request for quotation or bid notice on the State Contracting Portal in accordance with the provisions in Connecticut General Statutes Section 4e-13.

**THE  
DATING  
GAME**



# \$50,000 - \$100K

GOODS-SERVICES-CONSTRUCTION  
SMALL PURCHASES

- COMPETITIVE
- WRITTEN SCOPE OF WORK
- MINIMUM 3 WRITTEN BIDS/PROPOSALS
- STATE CONTRACTING PORTAL

## SELECTION REQUIREMENTS



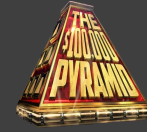
Please submit all questions in the Chat  
THANK YOU!

## 24 CFR 85.36 -Procurement

(iv) Awards will be made to **the responsible firm** whose proposal is most advantageous to the program, with **price and other factors considered; and**

(v) Grantees and sub grantees may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. **The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services.**

**THE  
DATING  
GAME**



**\$100,000 +**  
SERVICES-GOODS

## OPEN COMPETITIVE PROPOSAL

- RFP/RFQ
- WRITTEN EVALUATION CRITERIA
- PUBLICALLY ADVERTISED
- MINIMUM 3 PROPOSALS

**SELECTION REQUIREMENTS**



### 24 CFR 85.36 -Procurement

Bids are publicly solicited, and a firm-fixed-price contract (lump sum or unit price) is awarded to the **responsible bidder** whose bid, conforming with all the material terms and conditions of the invitation for bids, is **the lowest in price**. The sealed bid method is the preferred method for procuring construction, if the conditions in 85.36(d)(2)(i) apply.



# \$100,000 +

CONSTRUCTION

SEALED BIDS

OPEN COMPETITIVE

- INVITATION TO BID
- WRITTEN EVALUATION CRITERIA
- PUBLIC/FORMAL ADS
- MINIMUM 3 BIDS

**THE KING  
DATING GAME**

## SELECTION REQUIREMENTS



## COMPETITIVE PROCUREMENT

The receipt of three acceptable responses is considered the minimum threshold for “competitive” procurement. When solicitation for quotes, an RFP/Q process or ITB receives fewer than three acceptable responses, DOH must be contacted in writing for approval of selection from less than 3 responses.

Please submit all questions in the Chat  
THANK YOU!

**Selection Regulations**



# OPEN COMPETITIVE PROCUREMENT

“Open” to the public by formal advertising and a competitive RFP/Q ITB selection process.

Selection Regulations



# PROHIBITION

Funding Recipients are prohibited from breaking down requirements into multiple purchases that are less than the applicable threshold (commonly called 'bid splitting' or "unbundling") merely to permit use of the small purchase procedures or avoid any requirements that apply to purchases that exceed those thresholds. However, larger requirements may be broken into smaller ones to afford SC, WBE or MBE the opportunity to participate in the Funding Recipient's procurements.

Please submit all questions in the Chat  
THANK YOU!

**Selection Regulations**



# THE DATING GAME

DOH reserves the right to review the RFQ/P  
prior to finalization.

RFP  
RFQ

“Finding 3 Game Contestants”

Please submit all questions in the Chat  
THANK YOU!

SCOPE OF SERVICES  
FIRM QUALIFICATION REQUIREMENTS  
3 REFERENCES  
SELECTION CRITERIA  
SUBMITTAL INSTRUCTIONS  
DATES-FORMAT-TIME

RFP

RFQ  
COMPONENTS

**THE  
DATING  
GAME**

“Finding 3 Game Contestants”



# RFP/Q DEVELOPMENT

## SCOPE OF SERVICES

General Description of Project:  
site/type/# of units etc.

Unusual Conditions/Requirements

Funding Program Requirements

General Description of Services/Deliverables

Special Expertise or Services

Proposed Time Schedule

“Include Qualifications if using Scope of Work Only”

**THE  
DATE  
GAME**

“Finding 3 Game Contestants”

Include, use qualification requirements from funding agencies.

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GAME**

**RFP/Q DEVELOPMENT**

Services \$50K+

**QUALIFICATIONS**

ARCHITECT, CONSULTANTS

“Finding 3 Game Contestants”

# RFP/Q DEVELOPMENT

## Selection Committee

The Client shall establish a selection committee to screen and evaluate RFP/Q responses, select the qualification firms and request free proposals, interview qualified firms, and make final selection. **The committee should be assembled prior to the release of the RFP/Q.**

DOH Reserves the right to review the selection process prior to finalization.

# SELECTION

**THE  
DATING  
GAME**

“Finding The WINNER”



## RFQ

2 Phase/Step Process.

1. Screening by Qualifications
2. Request for Fee Proposals to top 3-5 selected through qualification screening.

## RFQ

1 Phase/Step Process. Qualifications are the selection criteria.

The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services.

## RFP

1 Phase/Step Process.

1. Fee Proposals & Qualification's are selection criteria.

**THE  
DATE  
GAME**

# RFP/Q DEVELOPMENT Professional Services

## RFQ vs RFP

“Finding The WINNER”

# RFP/Q DEVELOPMENT

## SOME SUGGESTIONS FOR CRITERIA

Qualifications and experience of personnel to be assigned to the project team

Ability to provide the services within proposed project schedule time constraints

Firm's awareness of project's issues, opportunities, and constraints

Project team's composition and experience on similar projects

Quality and performance of past services

Hourly fees and expense schedule

References feed back record

# SELECTION CRITERIA

**THE  
DATING  
GAME**

“Finding the WINNER”

## SCREEN

The committee shall screen all responses received for compliance with the RFQ. Responses that do not comply with the intent of the RFQ MUST not be considered in the selection process.

## EVALUATE

The Committee shall establish evaluation criteria and forms for the purpose of evaluating and ranking each respondent's qualifications. The evaluation/ranking forms shall be finalized prior to the receipt of the proposals.

## RANK

The committee shall review the responses and rank the firms according to their qualifications and criteria important to the project. The committee should develop a “short list” of the top three to five firms, which, in their judgments, are deemed to be most qualified to perform the required professional services.

**THE  
DATE  
GAME**

# RFP/Q DEVELOPMENT

# REVIEW of CRITERIA

“Finding The WINNER”

# RFP/Q DEVELOPMENT

## NOTIFICATION

The client shall notify the short-listed firms of their selection and request each firm to submit their fee proposal for complete services based on the scope of services, as amended if necessary. The request shall stipulate the date and time for receipt of the fee proposals. The request shall also indicate the terms and conditions of the contract and the required time frame for providing professional services. Those firms not selected to submit fee proposals shall be so notified.

# REQUEST for FEE PROPOSALS

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GAME**

“Finding The WINNER”





# RFP/Q DEVELOPMENT

# INTERVIEWS

“Finding The WINNER”

## **INTERVIEW TOP 5** (You need 3 Fee proposals Minimum)

The client shall arrange an interview of the top firms. The firms should be provided at least one-week advance notice of a date and time for their interview

## **INTERVIEW EVALUATION FORM**

Prior to the interviews the committee shall prepare an evaluation form with predetermined selection criteria to allow interviewers to uniformly and independently evaluate the firms.

## **CONSIDERATIONS**

- Project team management plan.
- Location and quality of office facilities.
- Project control measures to monitor schedule and budget.
- Availability of staff, based on firm services load.
- Quality of services of similar projects.
- Awards and past client recommendations.
- Financial stability of firm.
- Overall team rating.

**THE  
DATE  
GAME**

Please submit all questions in the Chat  
THANK YOU!

### **TIME, REEVALUATION & RERANKING**

The interviewed firms shall be allotted the same amount of time for their interview. The committee members must evaluate and rate each firm during and/or immediately following each interview. After all interviews are completed, the members should reassess their initial evaluation of each firm in comparison to the other firms' evaluations. The committee shall rank the firms in order of overall preference.

**THE  
DATING GAME**

# RFP/Q DEVELOPMENT

# INTERVIEWS

“Finding The WINNER”



### **COMMITTEE RECOMMENDATION**

The selection committee should provide a formal written recommendation of selection to the client.

### **NOTIFICATION**

The selected firm shall be notified of its selection. Those firms not selected shall be so notified. The selected firm shall be requested to prepare and submit the applicable contract along with the required certificates of insurance.

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GAME**

# RFP/Q DEVELOPMENT

# FINAL SELECTION

“Finding a WINNER”



The committee shall select the firm, which in accordance with the selection criteria, is most qualified to perform the required design services OR THE LOWEST QUALIFIED RESPONSIBLE BIDDER OR FEE PROPOSAL.

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# RFP/Q DEVELOPMENT

# FINAL SELECTION

“THE WINNER”



# THE THEMING DATING GAME

CONSTRUCTION

\$100K+

INVITATION  
TO  
BID

“Finding 3 Game Contestants”

INSTRUCTIONS TO BIDDERS  
PROJECT DESCRIPTION  
TERMS & CONDITIONS  
BID FORM  
DRAWINGS & SPECIFICATIONS  
NOTIFICATION TO BIDDERS  
DOH SUPPLEMENTARY CONDITIONS  
SAMPLE CONTRACT  
BONDING REQUIREMENTS  
SUBMISSION DATES GUIDELINES  
CONTRACTOR QUALIFICATIONS  
FUNDING SOURCE  
WAGE REQUIREMENTS

DOH reserves the right to review the Bid Package prior to finalization.

**CONSTRUCTION**

**\$100K+**

**BID  
PACKAGE**

**THE  
DATE  
GAME**

**“Finding 3 Game Contestants”**

INVITATION TO BID  
\$100K+

Include, use qualification  
requirements  
from funding agencies.

CONTRACTOR  
QUALIFICATIONS

**THE  
DATE GAME**

“Finding 3 Game Contestants”



RFQ FOR SELECTION OF Construction Manager  
INVITATION TO BID for selection of SUB-CONTRACTORS

Because  
Most CM fees are usually by Construction Cost unless  
Identity of Interest

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# CONSTRUCTION MANAGERS

2 STEPS

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# CONTRACTOR QUALIFICATIONS

If there is any type of relationship between the contractor-owner, contractor-developer, the sub contractors \$100K+ must be procured by open competitive Invitation to Bid, \$50-\$100K & \$5K<\$50K must follow small purchase procedures.

## IDENTITY OF INTEREST

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# ADVERTISING

**THE  
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“Finding 3 Game Contestants”

# FORMAL ADVERTISING

MINIMUM

State Contracting Portal (1 week min)  
Town of Project Location Website (1 week min)  
Statewide Paper Legal Notices (2-day min)  
CHRO requirements

Required for \$50K+ Services, \$100K+ Construction

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# THE AD

RFP/RFQ/ITB ARCH/CM or GC/SUB

\_\_\_\_\_ is seeking a qualified Arch/CM/GC for a Multi-Family Housing Project. The project consists of the construction of #\_\_ new/rehab mixed-income housing units on property located at anywhere, CT. The development will be funded through CT DOH and other sources. Affirmative Action and Equal Opportunity regulations apply. A full copy of the RFP/RFQ/**Invitation to Bid** is available from \_\_\_\_\_ by emailing a request to \_\_\_\_\_ . (or however you want applicants to get additional info)

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# RECORD KEEPING

Records of advertising, RFP, RFQ, Invitation to bid, selection documents & proceedings, results must be secured and maintained. Such records shall be submitted to DOH upon request.

**THE  
DATE  
GAME**

Supporting Documentation





# CONSTRUCTION PROCUREMENT PLAN

A Construction Procurement Plan is required for the ConApp. It should include the selection plan or process that you used to select your contractor.

Prior to closing, DOH will require you to submit supporting documentation for the process you used.

This includes a bid summary, scoring sheets from RFP/Q selection, copy of ad and verification of postings.

**CONSOLIDATED APPLICATION**

# PROFESSIONAL SERVICES PROCUREMENT

Prior to closing, DOH **MAY** require you to submit supporting documentation for the process you used to select your architect. This includes scoring sheets from RFP/Q selection, copy of ad and verification of postings.

**CONSOLIDATED APPLICATION**



# RECAP



\$5,000 \$50,000 \$100,000

**FIND COST LEVEL**

**THE \$100,000  
PYRAMID  
DATING GAME**

SOW RFP RFQ ITB

Competitive

3 Contestants

Advertise

**FIND & SELECT CONTESTANTS**

# CONTRACTING

 **the  
PRICE  
is  
Right**

**LET'S MAKE  
A DEAL**

DATE - TBD





# SPECIAL THANKS

**LAURA WATSON**

Michele Helou

John Mesner

Mike Santoro

**Selia Mosquero – Bruno, Commissioner DOH**



CONNECTICUT  
Department of Housing

**Goodbye!**

**THANKS for ATTENDING!**

Architectural & Technical Support

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