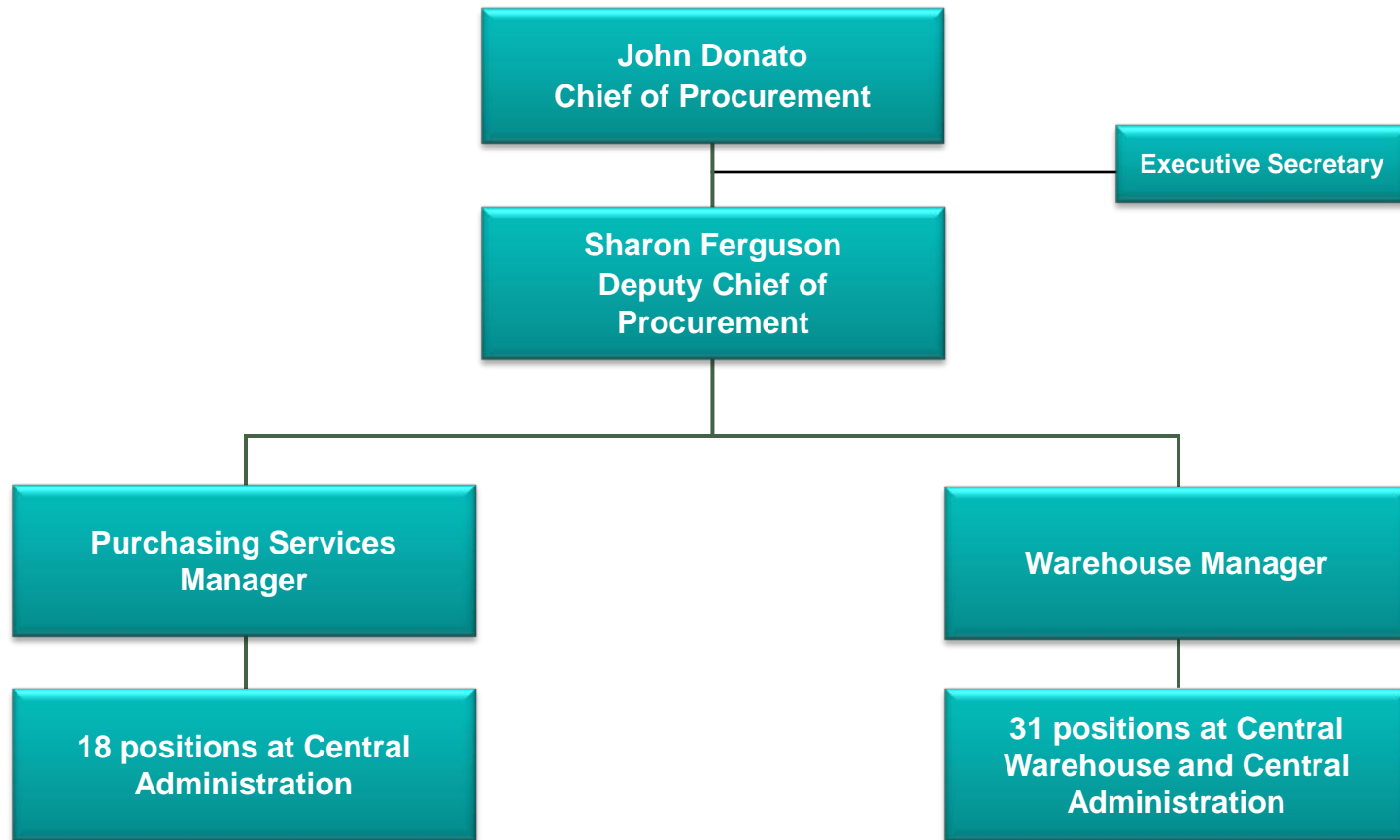




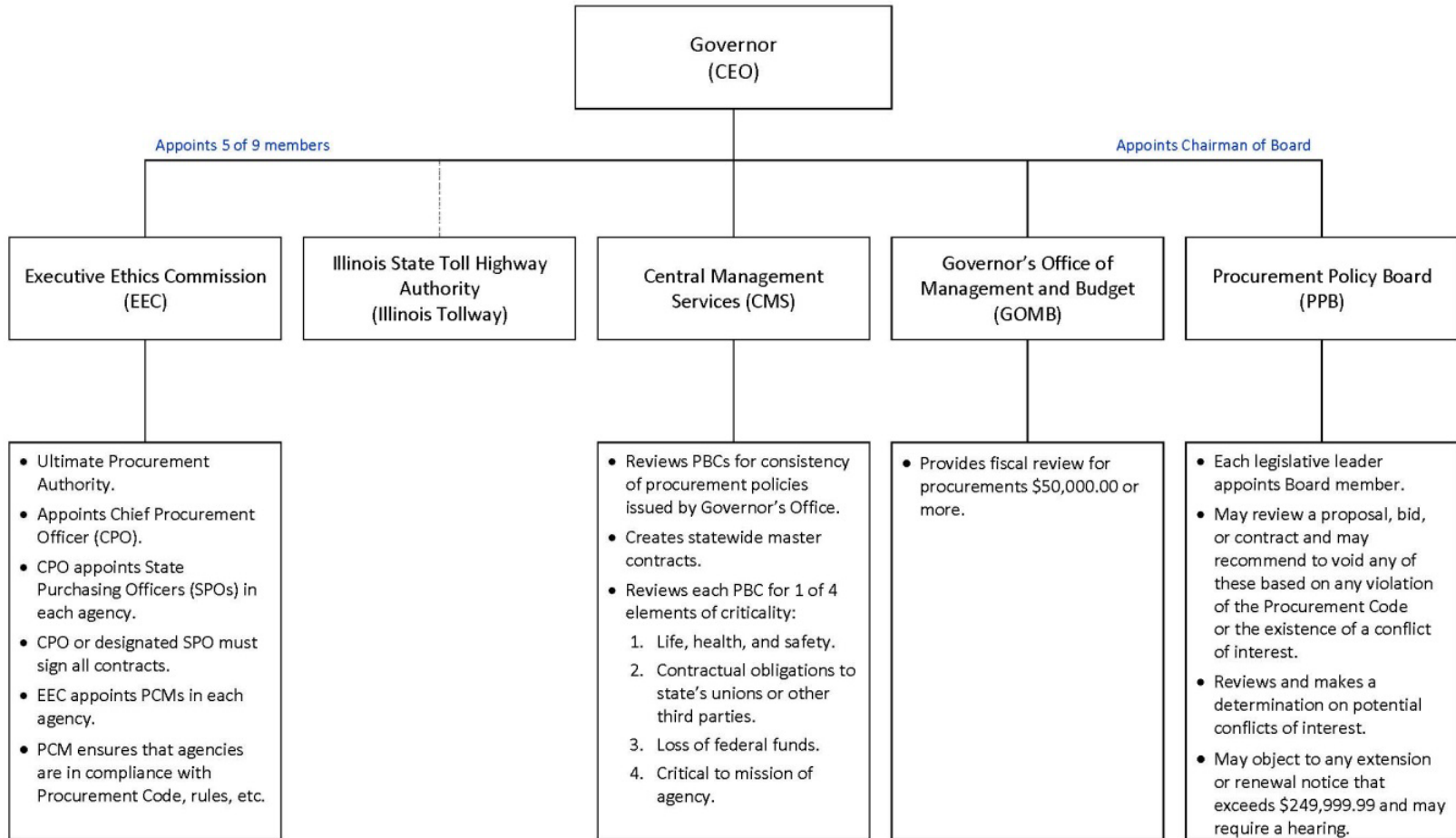
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**Procurement  
Goods and Services**

# Procurement Department



# Procurement Process Overview



# Procurement Approvals

- Tollway-led procurements \$50,000 and above require Board approval as Agenda Items
- Tollway-led procurements from \$5,000 to \$49,999 are listed as Informational Items
- CMS-led procurements \$250,000 and above require Board approval as Agenda Items
- CMS-led procurements from \$5,000 to \$249,999 are listed as Informational Items



# Procurement Approaches

## ■ Invitation for Bids (IFB)

- Awarded to lowest, responsible and responsive bidder
- Average time = 6-7 months

## ■ Request for Proposals (RFP)

- Awarded to vendor that provides the best value
- Average time = 9-12 months

## ■ RFP Professional and Artistic (RFP P&A)

- Qualified by education, experience, and technical ability
- Average time = 9-12 months



# Procurement Approaches (continued)

## ■ Sole Source:

- Sole provider of good or service
- Average time = 2-3 months

## ■ Emergency:

- Life, health, safety, and/or fiscal
- Purchase made immediately; quotes are obtained if time permits

## ■ Small Purchases:

- Procurements less than \$50,000
- Average time = 3-4 months



# Contract Types

## ■ Central Management Services (CMS)

### Master Contracts:

- Contracts that leverage multi-agency use to obtain the lowest cost
- Tollway is required to utilize these master contracts
- CMS solicits, evaluates, and awards contracts. We order against these contracts



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# Contract Types (continued)

## ■ CMS-for-Tollway Contracts:

- CMS procures on our behalf
- CMS solicits, evaluates, and awards contract

## ■ Tollway Contracts:

- Commodity- and service-related contracts
- Tollway solicits, evaluates, and awards contract





# Appendix

CMS	Central Management Services
CPO	Chief Procurement Officer
EEC	Executive Ethics Commission
GOMB	Governor's Office of Management and Budget
IFB	Invitation for Bids
PBC	Procurement Business Case
PCM	Procurement Compliance Monitor
PPB	Procurement Policy Board
RFP	Request for Proposals
RFP P&A	RFP Professional & Artistic
SPO	State Purchasing Officer





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**THANK YOU**