

DIR Contract Process Overview

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Introduction to Contracts - Overview

- Contracts are used to procure services for the State
- The rules and processes regarding State contracting are described in Public Contract Code, Government Code, and others
- State Contracting Manual (SCM)
- Delegated Authority from the Department of General Services (DGS) for Non-It Services, such as: [Public Contract Code \(PCC\) § 10295](#); [PCC § 10335 et seq.](#)
- Rules are designed to protect the State, promote fairness and competition, and ensure public funds are spent appropriately

Contracting Process - Competitive Bidding Methods

- Public advertisement of bidding opportunities (\$10K or more)
- Posted on [CaleProcure](#) – min. 10 business days. Common timeframe for RFPs is 25-30
- Strict requirements for evaluation teams
- Protest (PCC §§ 10341 - 10345 and Title 2 CA Code of Regulations §§ 1195 - 1195.6)
- Award can be 4-8 months or more depending on the method, complexity, number of bidders, etc.

Request for Proposals (RFPs)

- Program Develops justification, Scope of Work and Budget
- Contract Branch finalizes and posts RFP
- Contract Branch conducts an administrative review
- Programs Panel members review and score proposal
- Award is determined and a Public Notice is Posted
- Contract Branch prepares contract and obtains signatures
- Programs Contract Manager notifies contractor to start work

Contracting Process - Competitive Bidding Methods – RFP (Primary vs. Secondary)

- Primary RFP - Award is to the responsible proposer offering the lowest cost for its services.
- Secondary RFP - Award is to the responsible proposer earning the highest overall score.

Request for Information (RFIs)

- Obtain input about market, availability, other details
- Contract is not awarded via the RFI
- Information obtained from the RFI may be used to develop and finalize the RFP

Competitively Bid Contracts-Limitations

- Contract limitations if an amendment is needed
- Limitations on processing timeframe
- Services are limited to what's listed in the Scope of Work and Cost Sheet

Key Takeaways

- Fair and transparent competitive process
- Only specific persons are authorized to be part of the review and scoring panel
- Options to issue a RFI may be considered to obtain information
- There are limitations to competitively bid contracts

Conclusion / Questions

What questions do you have?

Resources including training slides, handouts, and FAQs are posted on our [DIR Intranet page](#)

For general inquiries, please contact

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Thank you!