

The Program COORDINATOR of KCRPC shall serve as the coordinator for joint bids. All notifications, documents, lists shall be transmitted electronically wherever possible to promote reduction of paperwork and to expedite communication between COORDINATOR and PARTICIPANTS.

## 1. INITIAL NOTIFICATION OF PENDING JOINT BIDS

- 1.1 COORDINATOR shall publish and circulate notification of upcoming joint bids.
- 1.2 Coordinator shall publish notification a minimum of five (5) working days prior to circulation of the Invitation to Participate in the following locations:
  - 1.2.1 MACPP monthly newsletter (when bidding schedule allows),
  - 1.2.2 MACPP, MARC and Demand Star web site, or any other written/published document deemed sufficient by the COORDINATOR.
  - 1.2.3 Notification shall also be sent electronically to individuals having membership in MACPP and MARC and/or other projected PARTICIPANTS. The COORDINATOR shall be responsible for maintaining such listing.
  - 1.2.4 Notification shall include the following:
    - 1.2.3.1 The commodity or service to be bid or proposed
    - 1.2.3.2 The anticipated bid mailing and opening date
    - 1.2.3.3 Notification through an established newsletter shall be circulated to the regular distribution list for that document by electronic method.

## 2. FORMAL WRITTEN NOTIFICATION OF PENDING JOINT BIDS

- 2.1 The COORDINATOR shall issue a formal written notification of pending joint bids to be circulated. Notification shall be sent electronically to individual MACPP members, MARC members and/or other projected PARTICIPANTS. The COORDINATOR shall be responsible for maintaining such listing.
- 2.2 The notification shall be a standard cover letter (Invitation to Participate form), which shall include the following forms:
  - 2.2.1 Letter of Understanding (if one is not currently on file with COORDINATOR)
  - 2.2.2 Intent to Participate form (authorized signature) with option to participate or not
  - 2.2.3 Items to be bid (including quantities)
  - 2.2.4 Special Requirements
  - 2.2.5 Shipping locations
- 2.3 The minimum time allowed for review and return of the Intent to Participate shall not be less than ten (10) working days after the date of circulation.

## 3. DRAFTING AND CIRCULATION OF PROPOSED JOINT BID DOCUMENTS

- 3.1 The COORDINATOR shall receive the Intent to Participate forms and review specifications as submitted.
- 3.2 Within ten (10) working days after the receipt date of the Intent to Participate forms, the COORDINATOR shall create a draft copy of the proposed joint bid encompassing the requirements contained in the returned forms.
- 3.3 The draft document shall contain, at a minimum:
  - 3.3.1 Bid coversheet
  - 3.3.2 Regional standard terms and conditions
  - 3.3.3 Special terms and conditions as required
  - 3.3.4 Specifications (must be open and competitive)
  - 3.3.5 Bid sheet(s)

- 3.3.6 Other information deemed necessary
- 3.3.7 Bidder's list (known minority suppliers shall be solicited whenever possible)
- 3.3.8 Publication notice
- 3.4 The COORDINATOR shall circulate the draft document, with attached cover letter and Bid Approval form, for review, comment and/or approval to the PARTICIPANTS.
- 3.5 The COORDINATOR shall allow a minimum of ten (10) working days from the date of circulation for PARTICIPANT's document review and return of the Bid Document Approval form. This process shall be repeated if PARTICIPANTS have proposed significant changes to the original document, until all PARTICIPANTS have approved a final document. The COORDINATOR shall allow at least ten (10) working days from the date of re-circulation for said re-review and approval.
- 3.6 If the parties to the joint bid cannot agree on a final bid document, the disagreement shall be submitted to the COORDINATOR to present to the Advisory Committee for resolution. Said committee's decision shall be final and binding on all parties. The result of the committee's decision shall be distributed to all PARTICIPANTS, which shall include the final document, as it will be published.

#### 4. FINAL BID DOCUMENT, PUBLICATION, MAILING AND CIRCULATION

- 4.1 Upon final approval of bid documents, the COORDINATOR shall:
  - 4.1.1 Cause a legal notice to bidders to be published
  - 4.1.2 Distribute the final bid document to the prospective bidders on the bidder's list
  - 4.1.3 Post final bid document on MARC, MACPP and/or Demand Star websites
- 4.2 Within two (2) working days following the publication and mailing, the COORDINATOR shall circulate to all PARTICIPANTS (electronically when possible):
  - 4.2.1 Final bid document as mailed
  - 4.2.2 Bidder's list denoting to whom the bids were mailed
  - 4.2.3 Proof of legal notice to bidders

#### 5. ACTIONS DURING THE OPEN BIDDING PERIOD

- 5.1 The COORDINATOR shall:
  - 5.1.1 Maintain bidder's list and update as bidder's are added to the list
  - 5.1.2 Be the sole contact for questions/clarifications pertaining to the bid.
  - 5.1.3 Respond to bidder's questions and keep a record of same for inclusion in the bid file or addenda. If necessary, request a written request for clarification from the bidders.
  - 5.1.4 Respond to PARTICIPANT's questions regarding same upon request of the PARTICIPANTS.
  - 5.1.5 Prepare and distribute written addenda to prospective bidders, including posting on appropriate website.
  - 5.1.6 Obtain prior approval (verbal or written) of PARTICIPANTS before issuance of any addenda. If sufficient time (7 calendar days) exists prior to the scheduled bid opening date, written approval from PARTICIPANTS shall be obtained by COORDINATOR. Any addenda issued shall be distributed to all PARTICIPANTS on same day addenda is issued.
  - 5.1.7 Not issue addenda later than 7 days prior to bid opening date, unless revision to document can be considered a minor technicality at the discretion of the COORDINATOR. If revision is considered a major revision, at the discretion of the COORDINATOR, addenda must be issued with the revision and postponing the bid opening to accommodate the addenda. If bid opening must be postponed, COORDINATOR will immediately notify all

PARTICIPANTS and bidders by the most efficient method possible (telephone, e-mail, or fax).

## 6. BID OPENING

- 6.1 All bid openings established by KCRPC shall be held at the MARC building, 600 Broadway, 300 Rivergate Center, Kansas City, MO. Bid openings and room location shall be clearly designated in the bid documents.
- 6.2 The COORDINATOR, or designee and one witness shall be responsible for recording all bid responses received by KCRPC. The COORDINATOR shall have an attendance sign in sheet prepared for those attending the bid opening. All PARTICIPANTS and bidders shall be encouraged to attend the bid opening.
- 6.3 Bid responses not received prior to the published bid opening date and time shall not be opened and accepted for consideration. Such responses shall not be logged and shall be returned unopened to bidders with letter stating reason bid is being returned. Late bids with no vendor identification on the outside, will be filed, unopened, in bid file. The COORDINATOR shall be responsible for recording all such submission for inclusion into the bid file. The COORDINATOR shall be responsible for maintaining a log of bids received, which shall include the bidder's name, date and time received.
- 6.4 No decisions relating to bid award or discussion of bids shall take place during or after the bid opening by PARTICIPANTS or bidders.

## 7. BID EVALUATION AND RECOMMENDATION OF BID AWARD

- 7.1 The COORDINATOR shall evaluate all bid responses and prepare a written Recommendation of Bid Award.
- 7.2 The recommendation of Bid Award shall be completed and circulated to PARTICIPANTS within ten (10) working days after the bid opening date.
- 7.3 Recommendation of Bid Award shall, at a minimum, include:
  - 7.3.1 Cover letter
  - 7.3.2 Spreadsheet detailing; the bidders, pricing, payment terms, delivery information
  - 7.3.3 Recommended award recipients(s)
  - 7.3.4 Any other information pertinent to bid award including specific rationale for recommendation of other than the lowest responsive and responsible bidder(s) that has fully met the published specifications
  - 7.3.5 A copy of bid opening attendance list.
- 7.4 The Approval of Bid Recommendation form shall be sent by PARTICIPANTS to the COORDINATOR either approving the bid award recommendation within ten (10) working days, or two (2) working days if a PARTICIPANT disagrees with the recommendation of the COORDINATOR.
- 7.5 If the COORDINATOR and PARTICIPANTS cannot agree on the bid award, the disagreement shall be submitted to the Advisory Committee for resolution, either electronically or by holding a meeting. Said committee's decision shall be final and binding on all parties.
- 7.6 Once all PARTICIPANTS agree on the award, the COORDINATOR shall prepare award memorandum to Advisory Committee for their recommendation to award. The recommendation to award shall include a second and third low bidder, in the event the low bidder does not fulfill the notice of award requirements (if any).

## 8. APPROVAL PROCESS

- 8.1 Upon receipt of award recommendation from the Advisory Committee, the contract and award memorandum shall be submitted to MARC representative ten (10) calendar days prior to scheduled MARC Board meeting. All recommended contract awards will be presented to Budget & Personnel Committee of MARC prior to the MARC Board meeting the same day, which will review all contracts presented at that time. The MARC Board meets on the last Tuesday of each month. Minutes of the Board meeting shall be recorded, and copies of minutes shall be included in appropriate bid file for the record

## 9. NOTICE OF AWARD, SUBMITTALS AND CONTRACT

- 9.1 After receiving notice of final approval by MARC Board, the COORDINATOR shall, within two (2) working days, furnish the recommended bidder(s) with a written Notice of Award.
- 9.2 The Notice of Award shall inform the recommended bidder(s) that final award of the bid is contingent upon the bidder(s) providing all required bid deliverables (bonds, certificates of insurance, signed contract forms, etc.). The bidder shall have ten (10) working days to submit all requirements of Notice of Award to the COORDINATOR for review and approval.
- 9.3 The COORDINATOR shall distribute a copy of the Notice of Award to PARTICIPANTS upon the mailing of the Notice of Award to the recommended bidder.
- 9.4 If the recommended bidder(s) fails to supply the required bid deliverables within the time frame specified by the Notice of Award, the COORDINATOR shall withdraw the award, in writing, and proceed with award of the bid to the next lowest and responsive bidder.
- 9.5 The COORDINATOR shall circulate a revised Recommendation of Bid Award to PARTICIPANTS for their review, comments and/or approval, with reasons why the previous bidder has been rejected.
- 9.6 Upon approval by PARTICIPANTS to proceed with award to the next low bidder, the COORDINATOR shall issue Notice of Award to that bidder.
- 9.7 If the next low bidder(s) supplies all required bid submittals within the allowed time frame the COORDINATOR shall prepare contract and submit to Executive Director of MARC for signature,
- 9.8 The COORDINATOR shall circulate copies of the executed contract to PARTICIPANTS within two (2) working days of the contract execution date. Copies shall include the entire bid document with the contract and Notice of Award.
- 9.9 The COORDINATOR shall post the complete bid document, including Notice of Award, contract with signatures to appropriate web sites, such as MACPP, MARC and Demand Star.
- 9.10 All PARTICIPANTS are required to submit the following forms to the COORDINATOR within five (5) working days from award of the contract:
  - 9.10.1 Administrative Cost Savings Calculation Form
  - 9.10.2 Cost Reduction Calculation Form

## 10. ACTIONS DURING THE CONTRACT PERIOD

- 10.1 During the contract period, the COORDINATOR shall:

- 10.1.1 Be the primary contact, (except for orders/payments) and shall, upon request, assist in the resolution of contract problems between PARTICIPANTS and the vendor.
  - 10.1.2 Shall inform PARTICIPANTS of contract developments during the contract period. Issue general contract modifications and/or contract extensions after specific written approval of the PARTICIPANTS has been obtained by the COORDINATOR. Executed contract modifications shall be distributed to all PARTICIPANTS within two (2) working days following the date of execution. All modifications shall also be posted to the appropriate web sites.
  - 10.1.3 Shall submit to the Advisory Committee any unresolved disagreements regarding terms, conditions, specifications, contract modifications and/or contract extensions for resolution. Said committee's decision shall be final and binding on all parties.
  - 10.1.4 Shall monitor use of the contract and receive reports from the contractor(s) on dollar volume, entities using the contract, and number and type of commodities purchased through the contract.
  - 10.1.5 Shall provide to Advisory Committee, a report of savings by PARTICIPANTS. This report shall also be included in an Annual Business Report, to be distributed April 15 of each year. All reports issued by KCRPC shall be posted to the MARC and MACPP web sites.
- 10.2 During the contract period, the PARTICIPANTS shall
- 10.2.1 Be responsible for placing individual orders, handle invoicing/payments, and deliveries.
  - 10.2.2 Not solicit for pricing outside the contract, if the PARTICIPANT is listed as a joint bidder on the contract. If PARTICIPANT does violate this rule, the PARTICIPANT may be disbarred from participating in future joint bids.
  - 10.2.3 Not modify, change or alter any part of a contract without notifying the COORDINATOR of need. The COORDINATOR shall be the only authorized person to modify a contract issued through KCRPC.

## 11. ACTIONS DURING THE CONTRACT RENEWAL PERIOD

- 11.1 The COORDINATOR shall begin initiation of renewal a minimum of sixty (60) calendar days prior to contract expiration date.
- 11.2 The COORDINATOR shall:
  - 11.2.1 Review contract for available renewal options.
  - 11.2.2 Contact vendor for any requested price increases or changes to contract. Coordinator shall research any requested price increases to ensure the pricing is still competitive.
  - 11.2.3 Notify all PARTICIPANTS of upcoming renewal.
  - 11.2.4 Distribute a renewal recommendation form to PARTICIPANTS for opportunity to approve/reject renewal recommendation.
  - 11.2.5 Review all renewal recommendation forms.
  - 11.2.6 Submit recommendation to renew to Advisory Committee, if pricing remains same.
  - 11.2.7 If Advisory Committee agrees with renewal, COORDINATOR shall follow procedures above for submittal to MARC Board for approval.
  - 11.2.8 Issue new contract upon approval of renewal by the MARC Board.
  - 11.2.9 Distribute new contract information to all PARTICIPANTS and post new contract information to appropriate web sites.

11.3 In the event PARTICIPANTS choose not to renew, COORDINATOR shall proceed with issuing a new joint bid, following the above stated procedures numbered 1 – 10. COORDINATOR shall notify the vendor of decision not to renew.

12.0 TIMELINE FOR PROCESS

Due Date:	Action:	Detail:
	Formal notification issued	5 working days after initial notification
	Forms due from entities (Intent to participate, specs, requirements)	10 working days from formal notification
	Draft bid document due out	10 working days
	Final bid document due out - Publish, post and distribute final document	10 working days after final approval has been received
	Bid opens	3 weeks from final bid document has been approved
	Evaluation due and submitted to participants	5 working days
	Approval of bid recommendation by participants	10 working days
	Review/approval of bid recommendation by Advisory Committee	5 working days
	Recommendation due to MARC Budget & Finance committee	10 calendar days prior to Board meeting
	MARC Board approval	Last Tuesday of each month
	Issue notice of award/contracts	2 working days after MARC Board approves
<ul style="list-style-type: none"> <li>• Above dates are based on receipts of documents by due date.</li> <li>• Schedule based on MARC Board approvals vs. individual entity approvals</li> <li>• Estimated 120 days for process</li> </ul>		