

Bid Review - Vendor Selection Process Narrative



Purpose

The Bid Review - Vendor Selection (BIDVS) process provides a mechanism for the approval of bid packages by Managers prior to invitation to bid, and approval of Project Manager recommendation of bid award by Managers and AVP. To be used in conjunction with the e-Builder Bidding Module

Initiator

The Project Manager is responsible for initiating the bid review process and recommending which vendors will be selected to perform work as per the Scope of Work.

Key Terms

Vendor Bid	Vendor quote, including any qualifications and submittals, delivered to the PM, which will fully complete all activities listed in the Scope of Work.
Bid Package	<p>A set of documents that contain the scope of work, specifications, drawings and general conditions for a project. Prospective contractors should be able to review the bid package and develop cost estimates and schedules for the work.</p> <p>Common elements of Initial Bid Package include:</p> <ul style="list-style-type: none"> • Document Request Instructions • Critical Needs Checklist • UCF Construction and Design Standards • Minor Project Construction Scope of Services • Construction Drawings (100%CD) • Specifications • Pre-Bid RFIs • AE Scope (if applicable)
Bid Clarification	Information provided by the PM to vendors bidding on a project in response to questions asked during the bid process.
Vendor Selection	Vendor selected to provide service on the project.
Vendor Selection Bid Review Process (03 – BIDVS)	Process in the e-Builder PMIS, which allows the Project Manager to have bid package reviewed for approval before distributing it to invited bidders in the Bid Module, and allows for vetting of the Project Manager's bid award recommendation before the bid is awarded to the contractor.
Scope of Work	Document provided to vendors for review, which provides the project tasks, deliverables, timeline and other project-related information.

Continuing Service Contract	Contract which allows a vendor to bid on UCF Minor Projects associated with their trade/profession during the Contract Term.
-----------------------------	--

The bids are reviewed by the PM and generally the lowest bid is selected unless the vendor did not fully address all requirements in the bid package.

Key Steps

Start: PM prepares bid package in the e-Builder Bid Module including and based on Scope of Work.

Step1: PM uploads bid package in e-Builder 03 – Vendor Selection | Bid Review (BIDVS) process and submits to the MGR for review

Step2: MGR reviews and approves bid package prior to invitation to bid

Step3: PM invites vendors with relevant capabilities using the Bid Module in the e-Builder PMIS

Step4: PM hosts invited bidders at a pre-bid conference / walk

Step5: PM responds to bidder inquiries in the Bid Module of the e-Builder PMIS

Step6: Vendors submit bids including timeline, cost, submittals, exclusions, etc

Step7: PM reviews bids for completeness, sends out Bid Clarifications if needed, and disqualifies any incomplete bids

Step8: PM communicates bid results to client and verifies client's intent to proceed.

Step9: PM recommends a vendor and moves the BIDVS process into the MGR court for review

Step10: MGR reviews and either returns it to PM for revision or approves the recommendation

Step11: AVP reviews and either returns it to the MGR for revision or approves the recommendation

Finish: PM awards the bid to the selected vendor in the Bid Module of the e-Builder PMIS, and then completes the BIDVS process.