Vendor Bid and Selection Narrative

Purpose

The Vendor Selection | Bid Review process provides a mechanism for the PM to obtain competitive bids from qualified vendors, and to communicate fairly with all competing vendors throughout the selection process.

Initiator

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

Key Terms

Vendor Bid	Vendor quote, including any qualifications and submittals, delivered to the PM to fully complete all activities listed in the Statement of Work.
Bid Package	Project material prepared by the PM and presented in e-Builder to contractors invited to bid on the project. Common elements of Initial Bid Package include: • Document Request Form • Non-Disclosure Agreement (NDA) • Access to UCF Sensitive Facilities Data (FSP 2018 FS0019) • Critical Needs Checklist • Minor Project Construction Scope of Services • Construction Drawings (100%CD) • Specification Sheet • 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 UCF project.
Vendor Selection Bid Review Process (03 – BIDVS)	Process refers to the specific process in the e-Builder application, which allows the Project Manager to invite continuing service vendors with capabilities relevant to the scope of work to submit bids.
Statement of Work	Document provided to vendors for review, which provides the project scope, deliverables, 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 including and based on Statement 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 bid package

Step3: PM invites/selects vendors in the e-Builder application with relevant capabilities to bid

Step4: PM coordinates pre-bid site visit and sets bidding date

Step5: PM sends out Bid Clarifications in response to questions asked

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

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

Step8: PM selects vendor and moves the process into the MGR court for review

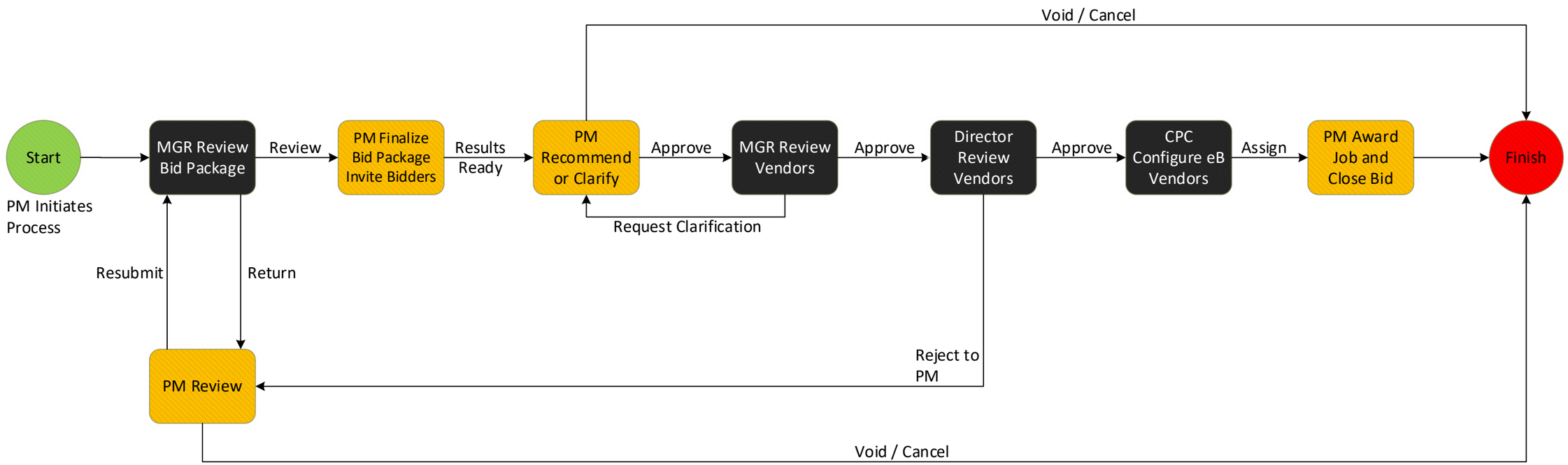
Step9: MGR reviews selection and either returns it to PM for revision or approves the selection

Step10: Director reviews selection and either returns it to the MGR for revision or approves the selection

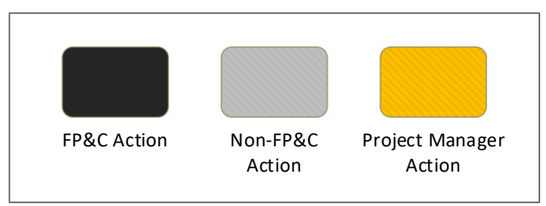
Step11: Project Admin/eB System Admin adds the selected Vendor to the Project, creates user logins to e-Builder, assigns users functional and document permission roles, and adds them to the project

Finish: PM awards the bid to the selected vendor

03 – Vendor Selection | Bid Review Process (BIDVS)



Director – Director, Facilities Planning
MGR – Manager, Facilities Planning
eB – e-Builder Project Management Application
CPC – Construction Project Coordinator
PM – Project Manager



LEGEND