

## Personal Services Competitive Highlights Chart

This chart provides highlights of the major steps involved in a competitive process. See [SAAM OFM Policy 15.20](#) for the **specific requirements** for competition for personal services at the various dollar thresholds.

Dollar Threshold	Summary of Competitive Process*	Personal Services Competitive Procurement Major Activities
\$1 - \$4,999	Not Required	<ul style="list-style-type: none"> <li>• Seeking competition is always recommended, though not required for this dollar range.</li> <li>• Telephone calls can be made to firms or individuals, describing the services desired and requesting price, schedule and qualifications to perform.</li> <li>• Written contract is entered into upon selection of contractor, regardless of dollar amount.</li> <li>• Sign contract and begin work.</li> </ul>
\$ 5,000 - \$19,999	Informal Competition, which is also called "Evidence of Competition"	<ul style="list-style-type: none"> <li>• Prepare written document/letter including, at a minimum: description of services required, project schedule, request for consultant's qualifications, request for costs or fees and due date, location and time for responses.</li> <li>• Post in GA WEBS (mandatory as of 7/26/09) and send to a <b>minimum of three firms/individuals</b>. Responses may be faxed or e-mailed back to agency to expedite processing.</li> <li>• Evaluate responses and make award decision based upon the criteria stated in the written solicitation document/letter. One or more evaluators may be used.</li> <li>• Notify successful and unsuccessful proposers.</li> <li>• Negotiate contract.</li> <li>• Document for file: names of firms solicited; copy of solicitation document; copy of responses received; basis for award decision; copy of executed contract.</li> <li>• Sign contract and begin work.</li> <li>• Report the contract to OFM in the <a href="#">PSCD</a>.</li> </ul>

<p>\$20,000 or more</p>	<p>Formal Competition</p>	<ul style="list-style-type: none"> <li>• Prepare formal solicitation document, e.g., Request for Proposals (RFP) or Request for Qualifications/Quotations (RFQQ). Include all requirements in order for proposers to understand what the agency needs and how the agency will evaluate responses.</li> <li>• Post in GA WEBS (mandatory as of 11/1/08) and notify six or more firms. Exceptions to the use of WEBS are if a commodity code is not available in WEBS or no firms are registered in the selected commodity code. Advertising may also be used in addition to WEBS. If fewer than six firms are available in WEBS, the agency must notify additional firms so that a minimum of six are notified of the solicitation. If WEBS does not have the commodity code category of service and the category cannot be added in a timely manner, then advertising is required in a newspaper the agency determines to be the most advantageous for the purposes of alerting businesses about the solicitation.</li> <li>• Post solicitation document on agency website (optional).</li> <li>• Develop score sheets for use by evaluators.</li> <li>• Issue RFP or RFQQ through GA WEBS to a <b>minimum of 6 firms/businesses</b>. If WEBS is not an option, agencies may send notification to 6 or more businesses that the solicitation document is posted on their web site and can be accessed there.</li> </ul> <p><i>(NOTE: Requirement to send to a minimum of 6 became effective 7/1/04. Document in file if fewer than 6 firms are contacted and state why.)</i></p> <ul style="list-style-type: none"> <li>• Conduct pre-proposal conference, if required in RFP or RFQQ, and issue an addendum.</li> <li>• Provide answers to bidders' questions via an addendum to all who receive the RFP or RFQQ. Or advise those who download the RFP or RFQQ from the web site to check back for any addenda that may be posted.</li> <li>• Date, time stamp and initial proposals received by the due date. Electronic proposals will have the date and time automatically noted.</li> <li>• Evaluate proposals strictly against criteria set forth in the RFP or RFQQ and score. Must use a minimum of 3 evaluators for scoring and score proposals using score sheets.</li> <li>• Schedule and conduct oral interviews of top finalists, if referenced in the solicitation as an option.</li> <li>• Select apparent successful contractor.</li> <li>• Notify successful and unsuccessful firms.</li> <li>• Negotiate contract with apparent successful contractor.</li> <li>• Conduct debriefing conferences with unsuccessful proposers, if requested.</li> <li>• File contract with OFM in the <a href="#">PSCD</a>.</li> </ul> <p><i>FILING NOTES:</i></p> <p><i>1. Institutions of higher education will need to file only if the contract contains 20K or more in state funds.</i></p>
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