Procurement Deep Dive – Competitive Solicitations & Sole Source Justifications Q & A

1. **Q:** With the rising costs of everything, are there any plans to reassess by limit amounts?

   A: As the limit amounts are set by the State of Washington Department of Enterprise Services; it requires an change in law/amendment to state statute to change. We have not heard anything at this time that DES is considering reassessing limit amounts.

2. **Q:** I was using a supplier (Enghouse Interactive) that I thought was under contract ID 6234 because that is what it showed on the Public Contracts and Bidding Portal, so I did not ask for a sole source. But it turns out the contract was limited to UW Medicine. Is there a way to tell ahead of time when there are restrictions to the contracts?

   A: Yes – contracts that are usable by UW Academy and managed by our team will have a prefix of ENT (Enterprise) or UWA (UW Academy) in the heading to indicate that they are usable.

   (There is also a prefix for UW Facilities – UWF).

   All others are UW Medicine, who has their own separate naming convention for their contracts.

3. **Q:** My department collaborates with a catering supplier that already has a UW contract, and we currently have a BPO in place with them. I would like to clarify whether it is necessary to request a new proposal each fiscal year to renew the BPO and add additional funding. Since the supplier is under an existing UW contract and pricing has been established, I am wondering if there is an alternative process for extending the BPO without obtaining a new proposal annually. We have noticed that service rates tend to increase whenever a new proposal is requested.

   A: Best practice is to have proposals, as those will identify the scope, dates, and other items that protect you. However, if the service rates are increasing disproportionately or too steep, please reach out to the contract manager who can assist you.

4. **Q:** Sole source - we hear about aspects that should not influence a sole source but when you have a competitive marketplace and eventually a single supplier is chosen, how do you whittle the three choices to one and how does that differ than aspects presented when entertaining a sole source?

   A: The situation described sounds more like a competitive solicitation situation, as you are choosing from multiple suppliers.

   For a sole source, you would not be choosing from multiple options, but after extensive research, could find no other supplier to meet key criteria. It is best to start with the criteria first, that will determine the solicitation vs. sole source path.

5. **Q:** Re: State-Funded Sole Source Purchases - is DES approval required for all GOF resources (i.e., RS100216) or only for RS100000 as noted on the slide?

   A: Only for RS100000.

6. **Q:** What is the best way to request Procurement review available contracts for a purchase need to build a requisition in WD?

   A: By submitting a Procurement Contract Manager Support Request ticket, located here: https://finance.uw.edu/ps/how-to-buy

7. **Q:** In terms of estimating the lifetime cost of a product, how optimistic should you be?

   A: I would say realistic vs. optimistic. For example, a vehicle, software, and a copier may all have different lifetime expectations. Generally the end user/requestor can advise on how long they intend to use the item. It is very unusual to change software every year, for example, but vehicles and computers are often replaced at a specific frequency to reduce downtime.

   If in doubt, it is best to overestimate than underestimate so that you do not go over the direct buy limit inadvertently.