
Office of Procurement and Contracts

Master Consulting Services

RFP & Agreements

November 2022



Office of Procurement and Contracts – *Sourcing Strategy*

Statewide – Department of Administration

- [Master Consulting Services](#)
 - New Opportunity for Consulting Sources
 - Open-ended RFP has been posted (to be reviewed annually)
 - 7/Categories of Consulting Services
 - 1) Strategic, 2) Project Management & Administration, 3) Financial & Performance Management, 4) Audit & Compliance, 5) Organization & Change Management, 6) Technology, 7) Evolving Needs
 - In the RFP Process, proposals can be reviewed upon receipt
 - Sponsored (or identified needs) will be prioritized
 - Bidders are to 1st submit a proposal meeting the specifications in the RFP
 - Once an agreement is established with a bidder
 - The Task Order Process for specific project awards will be followed
 - For a list of approved supplier agreements go to:
 - [Additional Files for Procurement Contracts | Kansas Department of Administration \(ks.gov\)](#)
 - Select: [EVT0008682 - Master Consulting Services](#)
 - Agreements can be found by going to: [eSupplier](#) & use the **Search Contract** feature
 - Search by Contract Number or enter 'MASTER CONSULTING SERVICES' as the Contract Title

Office of Procurement and Contracts – *Introduction*

When agencies have identified a need that fits within one of the categories:

- **Follow the Task Order Process:**

- The Task Order (TO) Process shall be followed for all projects that are expected to exceed \$100,000. The below TO requirements are specific to Event ID EVT0008682.

- **The TO process shall include the following steps:**

- The agency shall E-mail (preferred) *or fax* a Task Order (TO) to ALL Contractors that can provide services for a particular service as bid and the Contract administering Procurement Officer in the Office of Procurement and Contracts.
 - If an agency has a valid business purpose to not send to all of the approved contractors, for a project expected to exceed \$100,000, the agency must request and receive a prior one-time exception (via email) from the Director of Procurement and Contract. (Much like a DOP PAR.)
- All bidder questions concerning the TO shall be submitted in hard copy or electronically to the agency contact person listed within the TO.
- The questions shall be answered and distributed via email by the agency contact person to ALL Contractors within the targeted group. This is important to maintain compliance.

Office of Procurement and Contracts – *Process*

- (TO Steps – Continued)
 - TO responses shall be submitted by each interested Contractor via e-mail only by the closing date specified in the TO.
 - The TO closing date will differ with each request, but shall at least have a closing date consistent with the Office of Procurement and Contract's policies:
 - **For TOs valued at:**

• More than \$100,000, but less than \$500,000	<u>Closing Date:</u> At least 10 days
• \$500,000 and above	At least 21 days
- Keep all records and attach to the SMART requisition for any orders submitted.
- Send Questions via email to either:
 - Bonnie.Edwards@ks.gov
 - Richard.Beattie@ks.gov

Office of Procurement and Contracts - *INFORMATION*

Procurement Web Sites

- [OPC Home Page](#)
- [OPC Staff Listing List](#)
- [Procurement Officer Commodity / Service Assignment](#)
- [Contracts / eSupplier / Bids Portal](#)
- [DOA Home Page](#)

Key Procurement Statutes

- **Competitive Bid Requirements** (*RFQ, IFB*)
 - [K.S.A. 75-3739](#)
- **Negotiated Procurement** (*RFP*)
 - [K.S.A. 75-37,102](#)