



CONTRACT PROCUREMENT PROCESS

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CONTRACT ADMINISTRATOR
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EXECUTIVE ORDER 8



- Mayor Bill Vidal – May 31, 2011
- Contracts are considered one of the highest administrative priorities within the City. While exercising prudent judgment, all Department and Agency Heads are to expedite the processing of contracts. Each Department or Agency must ensure contract compliance throughout the life of the contract
- Includes definitions of what types of instruments are included, including contracts requiring payment or other performance to the City, amendments, concession agreements, cooperative agreements, grants, easements, leases, on-call contracts, etc.

EXECUTIVE ORDER 8 (CONTINUED)



- Every contract must be:
 - Signed by the Mayor
 - Approved by the City Attorney
 - Countersigned by the Manager of Finance
 - Countersigned by the Auditor

MEMORANDUM 8B



- City Attorney Douglas Friednash – January 3, 2012
- Competitive Selection Policy
- “Denver’s Charter and Code require many contracts to be competitively bid or selected; such as, construction contracts and purchases of supplies, equipment, personal property and connected services. Agencies must continue to follow competitive selection requirements specified in the Charter or Code in selecting contractors or vendors”

MEMORANDUM 8B (CONTINUED)

- All other contracts also should be competitively bid or selected, absent special circumstances:
 - Emergency situations
 - Supplies or service indispensable to the City that are obtainable only from a single source
 - Unique continuity of service
 - Situations where competition does not exist
- Agencies should limit the duration of contract to three to five years, at which time a new solicitation should be initiated



DEN PROCUREMENT PROCESS

- Phase 1 – Forecast
- Phase 2 – Advertisement
- Phase 3 – Selection
- Phase 4 – Execution

PHASE 1 - FORECAST

- Internal approval of project budget, setup of project workflow
- Project added to DEN forecast page:
<http://business.flydenver.com/bizops/forecasts.asp>
- Development of the Invitation for Bid (IFB) or Request for Proposals (RFP)
- Includes review of schedule, special conditions, insurance requirements, prevailing wage, DSBO requirements, and prequalification



PHASE 2 - ADVERTISEMENT

- IFB or RFP is uploaded to the DEN procurement website:
<http://business.flydenver.com/bizops/bids.asp>
- Opportunity is published in the Denver Daily Journal
- Pre-bid/Pre-proposal meeting conducted (including site walk if required)
- Questions received and subsequent answers posted online
- Addenda are published

PHASE 3 - SELECTION

- For IFB
 - Bid opening, evaluation for responsiveness, announcement of apparent low bidder
 - Bid evaluation by project manager
 - Review by DSBO

- For RFP
 - Receipt of proposals, evaluation for responsiveness
 - Review by DSBO and Finance
 - Proposal evaluation and interviews by independent evaluation panel

PHASE 4 - EXECUTION

- Notification to selected vendor (NTALB or NTABP)
- Negotiations with vendor (RFP only)
- Contract build by DEN Legal
- Bonds submitted to DEN for routing and approvals
- Signing of contract
- Contract approval process (DEN)
- Final approval process (City Council, Mayor, Finance, Auditor)
- Executed contract to vendor
- Notice to Proceed



DENVER INTERNATIONAL AIRPORT

DEN