



# Conducting Business with Guadalupe County

## A Brief Overview by Purchasing Department

The Purchasing Office oversees purchases made by County departments from basic office supplies to major construction projects. The Purchasing Office, along with the Auditor's Office, ensures the expenditure of funds follows Federal, State, and local rules, and regulations. Competitive procurement helps the County obtain needed items and services at the best value while providing an open and fair process for vendors.



The following methods are how many purchases are made:

### COOPERATIVE CONTRACTS

Often generically referred to as a "buyboard," cooperatives publish their own formal solicitations and award contracts based on vendor responses. Guadalupe County belongs to several cooperatives and utilizes these contracts for most purchases. Not all cooperatives are the same! It is recommended that interested vendors do their research to determine what cooperative(s) would provide the best opportunity and value for them and potential customers.

Depending on the source of funding and the total purchase amount, sometimes more competitive procurement is required. In such cases a formal solicitation is published requesting sealed bids or proposals from vendors.

The following are the methods of formal solicitation used by Guadalupe County Purchasing:



The contract award is based on price (or best value for cost/quality/delivery time). IFB's are issued when a department knows exactly what they need and know the specifications (i.e., a four-door crew cab 1/2 ton pickup with four wheel drive).

### Request for Proposals (RFP)

This method is based on more than pricing; evaluation criteria are published within the RFP document. As an example, scoring can be based on 100 points (Pricing = 40 points, Related Project Experience = 40 points, References = 20 points) and determined on the vendor's submitted response. RFP's are issued when exact specifications are not known (i.e., we require a vehicle that can transport a minimum of 6 people but up to 15).

### Request for Qualifications (RFQ)

This method is used for the procurement of professional services as defined by Government Code chapter 2254. Pricing is not a factor in the selection process and is based on the submitted qualifications. As an example, scoring can be based on 100 points (Experience of the Organization and Personnel = 40 points, Related Project Experience = 25 points, Capacity to Perform = 20 points) and determined on the vendor's submitted response.

## Questions & Answers



**Q: How can I get on Guadalupe County's Vendor List?**

**A:** Guadalupe County does not have a "vendor list" or "approved vendor list."

**Q: How can I do business with Guadalupe County?**

**A:** Be competitive with pricing and terms! The competitive procurement requirements for most of our purchases require the use of cooperative contracts and/or formal solicitations.

**Q: Why didn't I get the contract?**

**A:** Many factors are considered when awarding contracts. Pricing and turnaround are factors for smaller purchases. With formal solicitations, the most frequent reason for smaller businesses is their submissions are vague or incomplete. Responses to formal solicitations are much more involved than simply providing quotes, so ensure you read the package completely for all requirements for your response.

**Q: How can I be notified of Guadalupe County formal solicitations?**

**A:** To view bidding opportunities with GUADALUPE COUNTY, potential vendors must register with our free third-party Vendor - BIDNET DIRECT. For registration and instructions go to Vendor Registration or contact BIDNET DIRECT Vendor support at: <https://www.bidnetdirect.com/texas/guadalupecounty>

As a vendor, you can register for free with the Texas Purchasing Group to be sure that you see all available bids and opportunities. By selecting automatic bid notification, with a paid subscription, your company will receive emails once Guadalupe County has a bid opportunity that matches your company's business. In addition, the site handles bid opportunities, RFPs, and RFQs for other member governmental agencies, districts & authorities throughout Texas. We appreciate your cooperation and welcome your participation.

PURCHASING DEPARTMENT

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**Office Hours:**

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**Visit us online:**

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