

Where to Find and How to Respond to State RFPs for Legal Services

 Utah Public Procurement Place Provided by DAS Division of Purchasing

Tuesday, April 6, 2021

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Utah Division of Purchasing
and General Services



How to Find a Solicitation

<http://www.purchasing.utah.gov/currentbids>

The screenshot shows the Utah Public Procurement Place website. The header includes the U3P logo and the text "Utah Public Procurement Place" and "Provided by State of Utah DAS Division of Purchasing". Below the header is a "Business Opportunities" section with a navigation bar for "Open for Bid", "Upcoming", "Closed", "Awarded", and "All". There are search filters for "Work Group Filter" and "Keyword". The results are sorted by "Close date descending" and show 1-20 of 220 results. Two opportunities are listed:

Status	Details
Open	Personal Emergency Response Systems and Medication Dispensary Devices State of Utah Department of Human Services Open 8/8/2019 3:00 PM MDT Type RFSQ Close 12/31/2099 11:59 PM MST Number DHS90741 Contact Elizabeth Bailey elizbailey@utah.gov Details View as PDF
Open	Veterinary Services For Livestock Auctions And Brucello This RFQS is for vet services. Proposal will not be submitted on line through this portal, rather responses need to be emailed to gkjohnston@utah.gov Open 3/24/2020 12:00 AM MDT Type RFSQ

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Invitations to Solicitations (Sourcing Events)

Invitations to a solicitation are primarily based on the Commodity Code your firm is registered with.

When a solicitation is released with the same Commodity Code you are registered for in the U3P system, you receive an email invitation.

If you did not receive an email invitation from the U3P system you can still find the published solicitation by going to <http://www.purchasing.utah.gov/currentbids>



Email Notifications

Emails from the U3P system come from support@sciquest.com

- If you are not receiving email notifications verify that emails from support@sciquest.com are not being routed to your spam folder.

If you are receiving too many emails from U3P that are not related to your offerings verify what commodity code(s) you are registered for.



Email Notifications (cont.)

If you want to stop receiving email notifications on a certain solicitation → select No Bid.

Utah Public Procurement Place

Sourcing > Sourcing Events > Search Events

Open This event closes in 10 days on 4/16/2021 at 5:00 PM EDT. Event Schedule

Questions & Answers for this Event

Procurement Technical Assistance Center (PTAC) Procurement Support Services
SK21-19

Event Details

Response Status: Not Started
Intent To Bid: Not Set
Bid Total: 0.00 USD

Prerequisites

Please review and agree to the prerequisites listed below.

⚠ Intent to Bid Not Set
- You must set your Intent to Bid to "Yes" to respond to this event.

Yes, I Intend to Bid No Bid

★ Required to Enter Bid

If you was not previously invited to a solicitation and find one you want to start receiving notifications on → select Yes I Intend to Bid.



Checking Your Commodity Codes

U3P Utah Public Procurement Place
Registration ▶ Manage Registration Profile

PURCH A

Registration **Complete** for:
Utah Supplier Portal

Welcome

Company Overview ✓

Business Details

The information on this page allows us to track important details about your company, such as the areas where you operate and the products and services that you provide. Additionally, this data is used to determine whether or not your business meets the small business size standards as defined by the U.S. Small Business Administration. The SBA standards are based on your NAICS code and annual revenue, or number of employees.

Products and Services

10120 (Animal feed and bedding and vitamins and supplements) Edit Remove

10130 (Animal containment and habitats including fish tanks and carriers and animal shelters and animal habitats) Remove

10140 (Animal saddlery and harness goods and pet bands and labels and tags) Remove



U3P Utah Public Procurement Place
Registration ▶ Manage Registration Profile

PURCH A

Registration **Complete** for:
Utah Supplier Portal

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Business Details

The information on this page allows us to track important details about your company, such as the areas where you operate and the products and services that you provide. Additionally, this data is used to determine whether or not your business meets the small business size standards as defined by the U.S. Small Business Administration. The SBA standards are based on your NAICS code and annual revenue, or number of employees.

Products and Services

Commodity Codes ★ Edit

10120 (Animal feed and bedding and vitamins and supplements) Remove

10130 (Animal containment and habitats including fish tanks and carriers and animal shelters and animal habitats) Remove

10140 (Animal saddlery and harness goods and pet bands and labels and tags) Remove

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Responding to a Solicitation

The screenshot displays the Utah Public Procurement Place interface. The main content area shows event details for 'Attorneys for Child Welfare Cases' (CH21-43). The event is marked as 'Closed' and closed on 2/26/2021 at 4:00 PM EST. The event status is 'Not Started' with a bid total of 0.00 USD. The event summary includes prerequisites, buyer attachments, and supplier attachments, all of which are marked as complete. The event details table shows the event title, type, number, stage title, currency, payment terms, and sealed bid status. The event dates and times are highlighted in a red box, showing the event open date, close date, sealed bid open date, and question submission close date. The contact information for Cheryl Hess is provided, along with the issuing and conducting procurement units. The description section includes the request for proposals details.

Event Details:

- Response Status: **Not Started**
- Intent To Bid: **Not Set**
- Bid Total: **0.00 USD**

Summary

- Prerequisites:
- Buyer Attachments:
- Supplier Attachments:
- Questions:
- Q & A Board:

Event Title	Attorneys for Child Welfare Cases	Time Zone	MDT/MST - Mountain Standard Time (US/Mountain)
Event Type	Request for Proposal No Line Item	Event Open Date	2/12/2021 12:00 PM MST
Event Number	CH21-43	Event Close Date	2/26/2021 2:00 PM MST
Stage Title	-	Sealed Bid Open Date	2/26/2021 2:00 PM MST
Currency	USD	Question Submission Close Date	2/19/2021 12:00 PM MST
Payment Terms	-		
Sealed Bid	Yes		

Contacts

If you need more information on this event, please contact:

Cherilyn Hess
chess@utah.gov

Description

Issuing Procurement Unit	State of Utah Division of Purchasing
Conducting Procurement Unit	Governor's Office, CCJJ, Office of Indigent Defense Services

REQUEST FOR PROPOSALS

Attorneys for Child Welfare Cases
SOLICITATION #CH21-43

[Next >](#)

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Responding to a Solicitation Prerequisites

The screenshot shows the Utah Public Procurement Place interface. The left sidebar contains navigation options: Home, Catalogs and Contracts, Sourcing, Reporting, Administer, and Registration. The main content area displays the solicitation details for "Procurement Technical Assistance Center (PTAC) Procurement Support Services" (SK21-19). The event is open and closes in 10 days on 4/16/2021 at 5:00 PM EDT. The response status is "Not Started" and the intent to bid is "Not Set". A yellow warning box states "Intent to Bid Not Set - You must set your Intent to Bid to 'Yes' to respond to this event." with buttons for "Yes, I Intend to Bid" and "No Bid". The prerequisites section is highlighted with a red box, showing a list of items: Summary, Prerequisites (checked), Buyer Attachments (checked), Supplier Attachments (checked), Questions (checked), Review & Submit (checked), Q & A Board, and My Exports and Imports. The prerequisites section includes a checkbox for "I certify that I have read and agree to the terms above." and a link to "Addenda".

Home | Catalogs and Contracts | Sourcing | Reporting | Administer | Registration

Utah Public Procurement Place Provided by DAS Division of Purchasing

Sourcing > Sourcing Events > Search Events

Open This event closes in **10 days** on 4/16/2021 at 5:00 PM EDT. [Event Schedule](#) [Questions & Answers for this Event](#)

Procurement Technical Assistance Center (PTAC) Procurement Support Services
SK21-19

Event Details

Response Status: **Not Started**
Intent To Bid: **Not Set** [✎](#)
Bid Total: **0.00 USD**

Summary

- Prerequisites** ✓
- Buyer Attachments ✓
- Supplier Attachments ✓
- Questions ✓
- Review & Submit ✓
- Q & A Board
- My Exports and Imports

Prerequisites [Event Actions](#) [History](#) ?

Please review and agree to the prerequisites listed below.

⚠ Intent to Bid Not Set
- You must set your Intent to Bid to "Yes" to respond to this event.

[Yes, I Intend to Bid](#) [No Bid](#)

★ Required to Enter Bid

Offerors are encouraged to review this RFP prior to the deadline to submit a proposal, even if a proposal has been submitted, in case an addendum has been issued by the issuing procurement unit. ★

[Addenda](#)

I certify that I have read and agree to the terms above.

All questions must be submitted through SciQuest during the Question and Answer period. ★

[Question and Answer Period](#)

I certify that I have read and agree to the terms above.

Offeror must guarantee its pricing for the period described in this RFP. ★

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Responding to a Solicitation Questions

U3P Utah Public Procurement Place Provided by DAS Division of Purchasing

Sourcing ▸ Sourcing Events ▸ Search Events

Open This event closes in **10 days** on 4/16/2021 at 5:00 PM EDT. [Event Schedule](#) [Questions & Answers for this Event](#)

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SK21-19

Event Details

Response Status: **Not Started**
Intent To Bid: **Not Set** [✎](#)
Bid Total: **0.00 USD**

Summary

Prerequisites [✓](#)

Buyer Attachments [✓](#)

Supplier Attachments [✓](#)

Questions [✓](#)

Review & Submit [✓](#)

Questions [Event Actions](#) | [History](#) | [?](#)

Please review and respond to the questions below. You may save progress at any time.

⚠ Intent to Bid Not Set
- You must set your intent to Bid to "Yes" to respond to this event. [Yes, I Intend to Bid](#) [No Bid](#)

On This Page

- 1: Acceptance of Prerequisites (8)
- 2: Vendor Information (8)
- 3: Stage 1 - Mandatory Minimum Requirements (2)
- 4: Stage 2 - Scoreable Technical Criteria (5)
- 5: Vendor's Submission (7)

1: Acceptance of Prerequisites

.1

Offeror acknowledges that it is the offerors responsibility to to upload any and all documents in responding to the solicitation. If the vendors fails to upload a document, uploads an incorrect document, uploads a blank document, or uploads any document incorrectly the State of Utah may not allow the vendor to make changes following the closing of the solicitation. *

Yes No

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Responding to a Solicitation Questions (cont.)

4: Stage 2 - Scoreable Technical Criteria

4.1

Level of Expertise: Offeror is to demonstrate, with supporting metrics, how you are the industry expert on resolving the Purpose, Objectives, and Scope of Work outlined within this RFP. ★

No File Attached

4.2

Support: Offeror to describe the level of ongoing support they will provide to the PTAC program throughout the contract term. ★

No File Attached

4.3

Experience: Offeror is to demonstrate its experience servicing similar government clients as PTAC. ★

No File Attached



Responding to a Solicitation Q&A Board

U3P Utah Public Procurement Place Provided by DAS Division of Purchasing

Sourcing > Sourcing Events > Search Events

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Procurement Technical Assistance Center (PTAC) Procurement Support Services

SK21-19

Event Details

Response Status: **Not Started**
Intent To Bid: **Not Set** [✎](#)
Bid Total: **0.00 USD**

- Summary
- Prerequisites ✓
- Buyer Attachments ✓
- Supplier Attachments ✓
- Questions ✓
- Review & Submit ✓
- Q & A Board**
- My Exports and Imports

Question & Answer Board

Event Actions | History | ?

Ask sourcing event related questions, receive responses, read other supplier's questions and answers that have been made public, and respond to buyer-submitted questions.

Ask a Question

Public Q&A (0) | My Questions (0) | Buyer Questions (unanswered 0)

Sort by: Date Asked: Most Recent First

No questions and answers have been made public yet.

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Status of a Solicitation

U3P Utah Public Procurement Place
Provided by State of Utah DAS Division of Purchasing

Business Opportunities

[Back to StateOfUtah Vendor Portal](#)

[Open for Bid](#) [Upcoming](#) [Close](#) **[Awarded](#)** [All](#)

Work Group Filter

Keyword [Clear](#) [Search](#)

Sort by

Status	Details															
Awarded	<p>Rockville Invasive Woody Biomass Removal: Fall 2020 Project View</p> <p>The Utah Division of Forestry, Fire and State Lands (FFSL) is seeking the services of a Contractor to remove invasive woody biomass on 5.2 acres with the Rockville and Grafton town limits.</p> <table border="0"><tr><td>Open 9/22/2020 10:00 AM MDT</td><td>Type</td><td>RFQ</td></tr><tr><td>Close 10/1/2020 2:00 PM MDT</td><td>Number</td><td>CT21-32</td></tr><tr><td></td><td>Contact</td><td>Cat Turner caturner@utah.gov</td></tr><tr><td></td><td>Details</td><td>View as PDF</td></tr><tr><td></td><td>Award Documents</td><td>CT21-32 - Unofficial Bid Results.xlsx CT21-32 - Official Bid Results.xlsx</td></tr></table>	Open 9/22/2020 10:00 AM MDT	Type	RFQ	Close 10/1/2020 2:00 PM MDT	Number	CT21-32		Contact	Cat Turner caturner@utah.gov		Details	View as PDF		Award Documents	CT21-32 - Unofficial Bid Results.xlsx CT21-32 - Official Bid Results.xlsx
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	Details	View as PDF														
	Award Documents	CT21-32 - Unofficial Bid Results.xlsx CT21-32 - Official Bid Results.xlsx														
Awarded	<p>Six Feathers Aspen Regeneration View</p> <p>Division of Forestry, Fire and State Lands. Mechanically remove aspen trees on 52 acres on private property. Mandatory Site visit.</p> <table border="0"><tr><td>Open 9/14/2020 10:00 AM MDT</td><td>Type</td><td>IFB</td></tr><tr><td>Close 9/29/2020 12:00 AM MDT</td><td>Number</td><td>AS21-63</td></tr><tr><td></td><td>Contact</td><td>Ann Schliep aschliep@utah.gov</td></tr><tr><td></td><td>Details</td><td>View as PDF</td></tr><tr><td></td><td>Award Documents</td><td>AS21-63 Bids - Unofficial.xlsx AS21-63 Bids - awarded.xlsx</td></tr></table>	Open 9/14/2020 10:00 AM MDT	Type	IFB	Close 9/29/2020 12:00 AM MDT	Number	AS21-63		Contact	Ann Schliep aschliep@utah.gov		Details	View as PDF		Award Documents	AS21-63 Bids - Unofficial.xlsx AS21-63 Bids - awarded.xlsx
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Support Information

U3P Admin Team –

This team is from the State of Utah managing the administration of the platform.

- sciquestadmin@Utah.gov

Jagger Supplier Support Team –

This team is from Jaggaer and can handle vendor account and system access inquiries.

- Jaggaer Supplier Support at 1-800-233-1121 option 2
- Submit a support ticket into Jaggaer here - <https://go.jaggaer.com/l/472712/2017-12-07/7cwdp>

NOTE – Neither one of these contacts have any information about a specific solicitation released on the U3P Portal.