

Performance Information Procurement System (PIPS)

PROFESSIONAL SOLICITATION SUBMITTAL PROCEDURES

PIPS Consultant & CM Submittals



- Selection Procedure Review

www.ok.gov/DCS

- Construction & Properties link
 - [CAP – Forms](#) (Submittal forms)
 - [CAP – Library](#) (Presentations, etc...)

PIPS Process Forms

Submittal/Process/Phase	Form Number(s)
Consultant Selection Process	M100BV
Construction Manager Selection Process	M200BV
Past Performance Information (PPI)	200ABV; 200BV; 201BV
Project Capability (PC) Plan	211BV
Risk Assessment (RA) Plan	212BV
Value Added (VA) Plan	213BV
Clarification Phase	400BV

Offeror's Submittal Components



- Past Performance Information (PPI)
- Project Capability Submittal
 - ▣ Project Capability (PC) Plan – No names, rated blind
 - ▣ Risk Assessment (RA) Plan – No names, rated blind
 - ▣ Value Added (VA) Plan – No names, rated blind
 - ▣ Milestone Schedule – Names ok, not rated or weighted

Past Performance Information (PPI)

- **Purpose:** Collect Customer Satisfaction Ratings
- PPI Instructions – Form 200ABV
 - ▣ DCS-CAP Form 200BV – Survey Questionnaire
 - Send to past customers, follow up, collect
 - ▣ DCS-CAP Form 201BV – Past Performance Sheet
 - Record and summarize collected questionnaires
 - ▣ Projects – Min 5; Max 10
 - ▣ Individuals – Min 3; Max 5
- Begin collecting surveys on a regular basis for different types of projects / individuals

Past Performance Information (PPI)

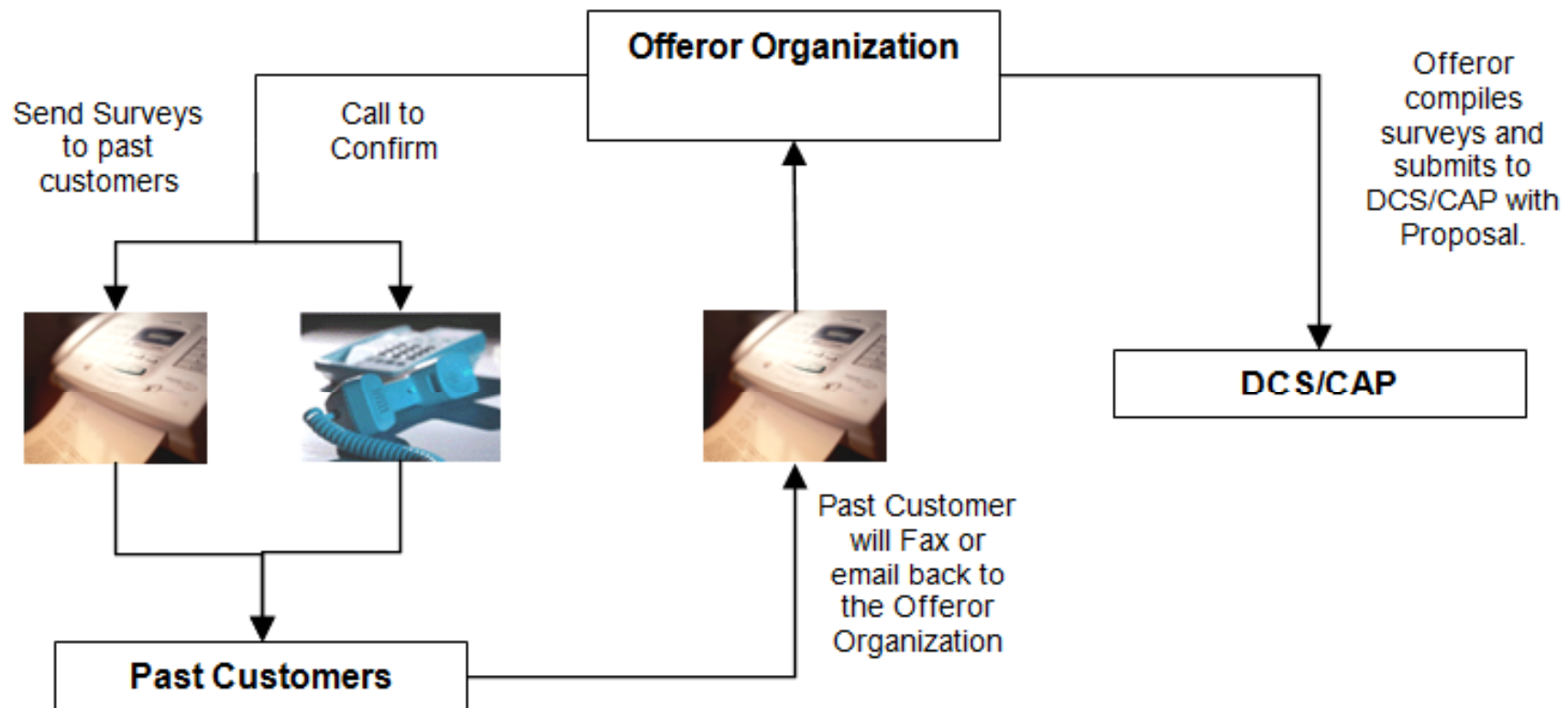


Figure 1: Survey Process

Project Capability Submittal

- **Purpose:** Offeror shows expertise based on technical capability and the capability to manage and mitigate risk they do not control
- **Project Capability Submittal Components**
 1. Project Capability (PC) Plan
 2. Risk Assessment (RA) Plan
 3. Value Added (VA) Plan
 - Nos. 1 – 3 Rated Blind - No Names!!**
 4. Milestone Schedule

Project Capability Submittal

1. **Project Capability (PC) Plan**

- ▣ DCS-CAP Form 211BV – Project Capability (PC) Plan Template; available on CAP website
- ▣ Format:
 - Project Capability Claim 1:
 - Documented Performance:
 - Project Capability Claim 2:
 - Documented Performance:
- ▣ **2-Page Limit**

Rated Blind – No Names!

Project Capability Submittal

1. **Project Capability (PC) Plan**

- ▣ Differentiates the offeror based on capability to perform
 - Verifiable Performance Metrics of Critical Entities
 - Examples
 - Number of Projects over a period of time
 - Average Cost of Projects (\$)
 - Customer Satisfaction Rating of Projects
 - Cost and Time Deviation Rates
 - Best Value practices such as selection of critical team members using best value practices
 - Vision of the project by planning and aligning expertise to solve technical issues with references verifying capability to plan

Rated Blind – No Names!

Project Capability Submittal

1. Project Capability (PC) Plan Examples

Example 1:

PC Claim 1:	The Project Manager being proposed for this project is very experienced in design-build, mechanical system types and innovative projects
Documented Performance:	

BV Rating: “5”

Project Capability Submittal

1. Project Capability (PC) Plan - Examples

Example 2:

PC Claim 2:	The Project Manager being proposed for this project is very experienced in design-build, mechanical system types and innovative projects
Documented Performance:	PM record over the past 5 years, 10 DB projects, \$250M average scope, customer satisfaction is 9.5/10.0, deviation rate is less than 1%

BV Rating: “10”

Project Capability Submittal

2. Risk Assessment (RA) Plan

- ▣ DCS-CAP Form 212BV – Risk Assessment (RA) Plan Template; available on CAP Website
- ▣ Format
 - Risk #1 Description:
 - Risk Impact / Why is this a risk?
 - Solution:
 - Documented Performance:
- ▣ **2-Page limit**
- ▣ **Cost of risk mitigation should not be included in Financial Summary (Clarification Phase)**
Rated Blind – No Names!

Project Capability Submittal

2. Risk Assessment (RA) Plan

- ▣ Addresses risk the offeror does not control that could result in project cost or time deviations
 - List and prioritize major risks applicable to project
 - Describe in simple, non-technical terms
 - Include enough information to understand why the risk is a valid risk
 - Explain how the impact of the risk will be mitigated or minimized
 - Identify performance metrics or reference of a project (no-name but verifiable)

Rated Blind – No Names!

Project Capability Submittal

2. Risk Assessment (RA) Plan Examples

Example 1:

Risk 1 Description:	Asphalt Price Escalation
Risk Impact / Why is this a risk?	Asphalt prices have been rising and falling with the price of oil and the price of oil over the term of the contract is uncertain
Solution:	The owner can be assured all risks associated with material escalations will be eliminated because we offer the benefit of an experienced project team that includes the most detailed, prequalified and extensive list of subcontractors and suppliers from around the world
Documented Performance:	

BV Rating: “5”

Project Capability Submittal

2. Risk Assessment (RA) Plan Examples

Example 1:

Risk 1 Description:	Asphalt Price Escalation
Risk Impact / Why is this a risk?	Asphalt prices have been rising and falling with the price of oil and the price of oil over the term of the contract is uncertain
Solution:	The cost of asphalt has been rising drastically. Since this project requires a substantial amount of asphalt, cost is a risk. To minimize this risk, our company has secured and signed a contract with a local asphalt manufacturer to prevent any increase in cost during the duration of the contract.
Documented Performance:	Last five years, company customer satisfaction is 9.5/10.0, deviation rate is less than .5%.

BV Rating: “10”

Project Capability Submittal

2. Risk Assessment (RA) Plan Examples

Example 1:

Risk 1 Description:	Excessive Noise
Risk Impact / Why is this a risk?	Demolition will take place adjacent to occupied office work space
Solution:	Schedule will be posted identifying activities that will cause excessive noise 3 weeks in advance of activity Activities with excessive noise will be performed during non-peak business hours (i.e. 11:00 pm to 3:00 am)
Documented Performance:	Have worked with users to minimize the impact of noise from demolition

BV Rating: “5”

Project Capability Submittal

2. Risk Assessment (RA) Plan Examples

Example 1:

Risk 1 Description:	Excessive Noise
Risk Impact / Why is this a risk?	Demolition will take place adjacent to occupied office work space
Solution:	Demolition is planned during off hours and weekends with less than 1% impact on cost justified by impact to Customer Service Install rubber sheets on floors to diminish noise and vibrations
Documented Performance:	Both solutions used on 12 previous projects with no cost deviation and high levels of Customer Satisfaction ratings (9.4/10.0)

BV Rating: “10”

Project Capability Submittal

3. Value Added (VA) Plan

- ▣ DCS-CAP Form 213BV – Value Added (VA) Plan Template; available on CAP Website
- ▣ Format:
 - Item 1 Claim:
 - How will this add value?
 - Documented Performance:
 - Cost Impact (%):
 - Schedule Impact (%):
- ▣ **2-Page Limit**

Rated Blind – No Names!

Project Capability Submittal

3. Value Added (VA) Plan

- ▣ Identify any value added options or ideas and their costs that may benefit the Owner. Including them separately will not penalize the offeror for proposing a higher bid price
- ▣ Examples:
 - Value engineering concepts that change cost or time or provide better quality construction
 - Construction that must be completed to optimize the use of the facility
- ▣ Use measurements to show the VA has value in terms of cost, time or quality
- ▣ Value Added will be accepted or rejected by Owner before award

Rated Blind – No Names!

Project Capability Submittal

3. Value Added (VA) Plan Examples

Example 1:

Claim 1:	The mechanical subcontractor can install an energy efficient system that takes less time to install and saves energy dollars
How will this add value?	Less time and energy dollars
Documented Performance:	Company has done 8 of these installations
Cost Impact (%)	Schedule Impact (%)

BV Rating: “5”

Project Capability Submittal

3. Value Added (VA) Plan Examples

Example 1:

Claim 1:	The mechanical subcontractor can install a system that minimizes the installation time by 20% and the system minimizes the annual energy consumption by 15%
How will this add value?	
Documented Performance:	Last five projects, customer satisfaction is 9.5/10.0, deviation rate is less than 1%, 20% earlier finish, installed systems have energy consumption 15% under average consumption, references available upon request
Cost Impact (%) -15% energy	Schedule Impact (%) -20%

BV Rating: “10”

Project Capability Submittal

4. Milestone Schedule

- ▣ Demonstrates offeror's ability to plan to deliver project within the stated requirements
- ▣ One-page document with the following:
 - Milestone Schedule with dates
 - Contract requirements as planned and difference between required and proposed dates
 - Dominant milestones that user and client will be interested in
 - Major risk events and/or client controlled actions are included

Verified, not rated or weighted – becomes part of contract

Submittal Rating by Selection Committee

□ **Selection Committee**

- ▣ Rates “blind” submittals (PC, RA, & VA)
- ▣ Ratings & PPI scores entered in matrix
- ▣ Short list and Interview top-rated 3-5 offerors
- ▣ Interviews also rated; added to matrix

□ **Rating Scale (1-10)** uses concept of dominance

- ▣ “10” – High performance claims with verifiable performance information
- ▣ “5” – Claims without supporting verifiable performance information – cannot predict performance
- ▣ “1” – Low performance claims with verifiable performance information

Submittal Rating by Selection Committee



□ **Dominant Performance Information**

- Non-disputable
- Verifiable
- Accurate
- Measurements in terms of numbers, percentages, or time
- High Performance
- Shows a high probability of performance of the claim in the future

Submittal Rating by Selection Committee



- ▣ After Rating Submittals, Selection Monitor:
 - Uses Matrix to identify prioritized vendor
 - Verification of prioritized vendor's performance claims
 - Invites prioritized vendor to enter Clarification Phase

Clarification Phase



- Allows offeror the opportunity to:
 - Clarify their proposal – clearly identify what they are delivering
 - Identify “what is in” and “what is out” of their proposal
 - Address any issues or risks
 - Allows the state to address any concerns
- Carried out prior to signing contract
- Not a negotiation period - the Offeror is not permitted to modify the scope

Clarification Phase

- DCS-CAP Form 400BV – Clarification Phase / Weekly risk Report (WRR) Instructions; available on CAP Website
- Offeror conducts the Clarification Phase
 1. **Schedules Clarification Kickoff Meeting**
 - Preparation:
 - Identifies list of deliverables, schedule and cost
 - Contacts state with any questions
 - Prepares rough draft of Clarification Phase documents
 - Ensures all stakeholders attend meeting

Clarification Phase



- Offeror conducts the Clarification Phase
 - 2. **Clarification Phase / Modification of Draft Proposal**
 - Site Investigation
 - Coordination & planning with state
 - Resolves concerns & issues
 - Finalize Clarification Documentation

Clarification Phase



- Offeror conducts the Clarification Phase

3. Clarification Meeting

- Offeror gives a presentation, walking the state through the entire project and summarizing all information addressed during the Clarification Phase
- Final Clarification Document is presented to the state
 - to become part of the contract

Clarification Phase



- Offeror conducts the Clarification Phase

3. **Clarification Meeting**

- Clarification Document includes:
 - Executive Summary – Summary of Clarification Phase documents in 1-2 pages
 - Proposal – major deliverable
 - Scope – 1 page major deliverables with details as attachment
 - Project Schedule
 - Performance Metrics – how they will be tracked
 - Weekly Risk Report (WRR)

Clarification Phase

□ Offeror conducts the Clarification Phase

3. **Clarification Meeting**

■ Clarification Document includes (cont'd):

- Milestone Schedule
- Risk Management Plan (RMP)
- Project Action Item Checklist – State's actions, tasks, roles and responsibilities
- Project Financial Summary
 - Original Project Cost
 - List of agreed/accepted Value Added Options
 - List of agreed/accepted Scope Changes
 - Schedule of Values
- Project and Emergency Contact List

Contract Award



- If the state accepts the Final Clarification document, the Contract is awarded.
- Offeror produces Weekly Risk Report for length of Contract