Department of General Services
Bureau of Procurement

Procurement Data

PROCUREMENT INTRODUCTION

Commonwealth Procurement Code, Title 62, Section 101 covers all expenditures of funds by Commonwealth agencies. The code does not apply to investment of funds, Grants, Intergovernmental contracts, or DHS Medical Assistance Provider agreements.

Procurement Handbook provides information on the policies, procedures, and guidelines for the procurement of materials, services, and construction under the authority of the Commonwealth Procurement Code. In addition, policy may also be obtained from Management Directives and Executive Orders.

THRESHOLDS AND DELEGATIONS

The following not to exceed thresholds apply to procurements by all Commonwealth Agencies for which DGS is to act as the purchasing agency

Materials	Dollar Threshold	Services	Dollar Threshold
No Bid required; No Documents required Agency processes	<$10,000	No Bid required; No Documents required Agency processes	<$10,000
Formal Method Agency processes	$10,000.01—$100,000	Formal Method Agency processes	$10,000.01—$250,000
Formal Method DGS processes	>$100,000	Formal Method DGS processes or Delegated to Agency	>$250,000

SMALL NO-BID

Small No-Bid procurements are purchases under $10,000 which do not require competitive bidding. They are used when no statewide or agency contract for materials and/or services exists. In addition, procurement requirements cannot be artificially divided in order to constitute a small no-bid procurement.

REQUEST FOR PROPOSAL (RFP)

RFPs are required to conduct competitive procurements for materials and/or services over $250,000 through JAGGAER. RFP Solicitations are posted to eMarketplace.

An award is made to the responsible offeror whose proposal is determined, in writing, to be the most advantageous to the purchasing agency. In addition, the highest scoring proposal is recommended for selection for contract negotiations.

No work can be done before the contract is fully executed by the Commonwealth.

INVITATION FOR BID (IFB)

IFB is used to purchase materials and/or services under $250,000. If the agency is able to uniquely justify utilizing an IFB for purchases over $250,000 instead of an RFP, the agency must complete and submit the **Determination to Use Competitive Sealed Bidding Method of Procurement (BOP-125)** waiver for approval by DGS. If a BOP-125 waiver is approved, agencies must work with BDISBO to set goals on the Solicitation for Small Diverse Businesses. IFB Solicitations are posted to eMarketplace.

Award of the IFB must be made to the lowest responsible bidder whose bid meets the requirements set forth in the IFB. If two or more responsive and responsible suppliers have bid the exact same amount, the Issuing Officer must break the tie utilizing one of the methods set forth in the Procurement Handbook, Part I Chapter 06, Methods of Awarding Contracts.

ITQ/RFQ PROCESS

An Invitation to Qualify (ITQ) is a multiple award contract. The process is outlined below:

- Suppliers who meet the eligibility requirements can become qualified for an ITQ contract;
- Agencies requiring materials and/or services, select from the qualified suppliers on the ITQ based on the ITQ requirements.

Agencies issue a Request for Quote (RFQ) to qualified suppliers on the ITQ and evaluate the responses received to make a selection based on the criteria established in the RFQ.

After a supplier is selected, the agency will issue a Purchase Order (PO) to the supplier.

SOLE SOURCE

Sole Source Procurement may be used when the Issuing Officer determines, in writing, that one of nine (9) specific conditions exist. If the cost is over $10,000, a Source Justification Form must be completed by the agency, approved by DGS, and posted to eMarketplace for public inspection for 10 days.

Sole Source approval is required for Executive agencies for materials and services; and for Independent Agencies for materials only. The approval of the Board of Commissioners of Pubic Grounds and Buildings (Sole Source Board) is required for the Sole Source procurement of materials.

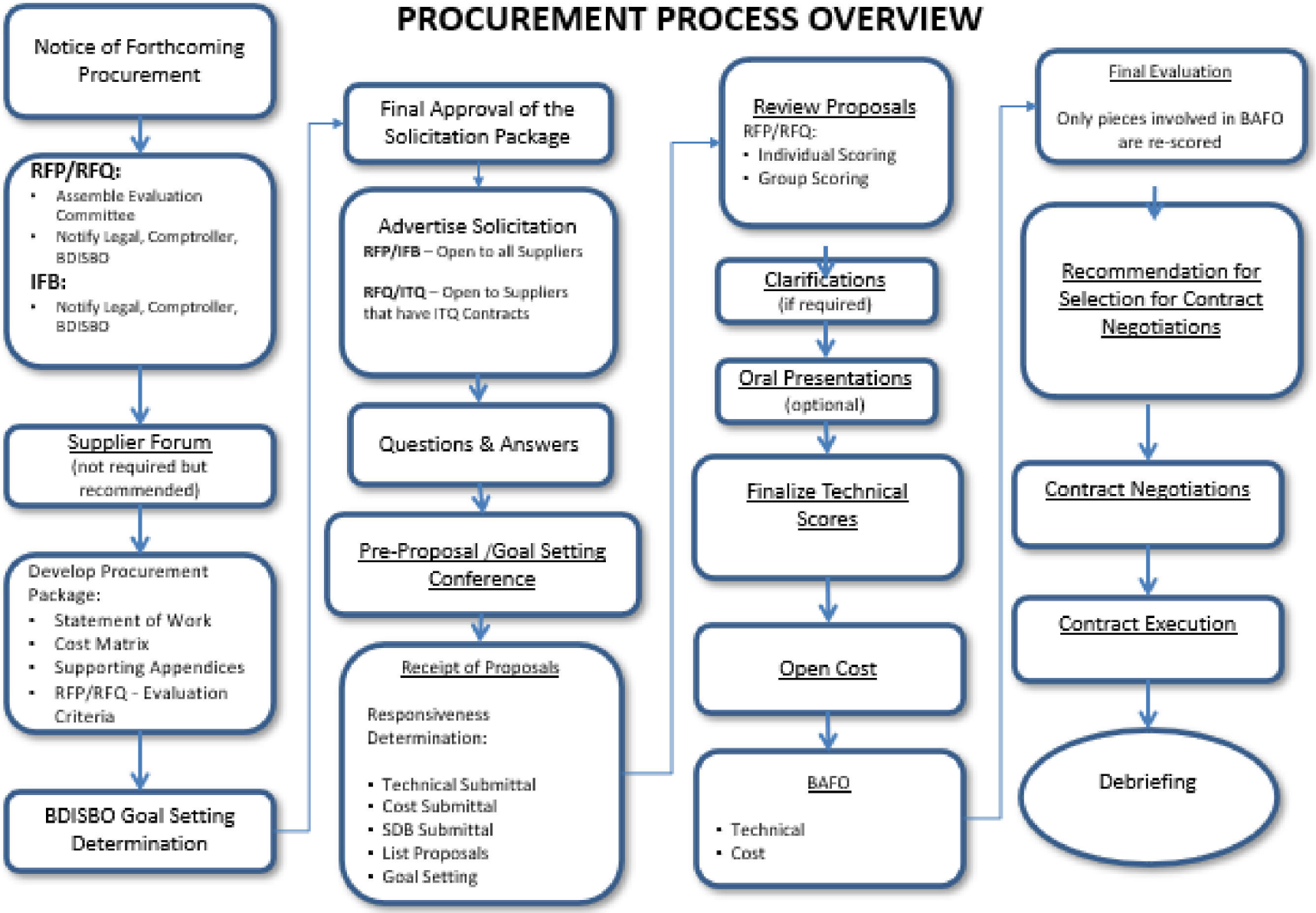
EMERGENCY PROCUREMENT

An Emergency Procurement may be used when the Issuing Officer determines, in writing, one of two (2) specific conditions exist.

If the cost is over $10,000, an Emergency Approval Request Form must be completed by the agency, approved by DGS, and posted to eMarketplace fo public inspection for 7 days.

Whenever possible, for a material procurement, solicit bids from at least two suppliers.

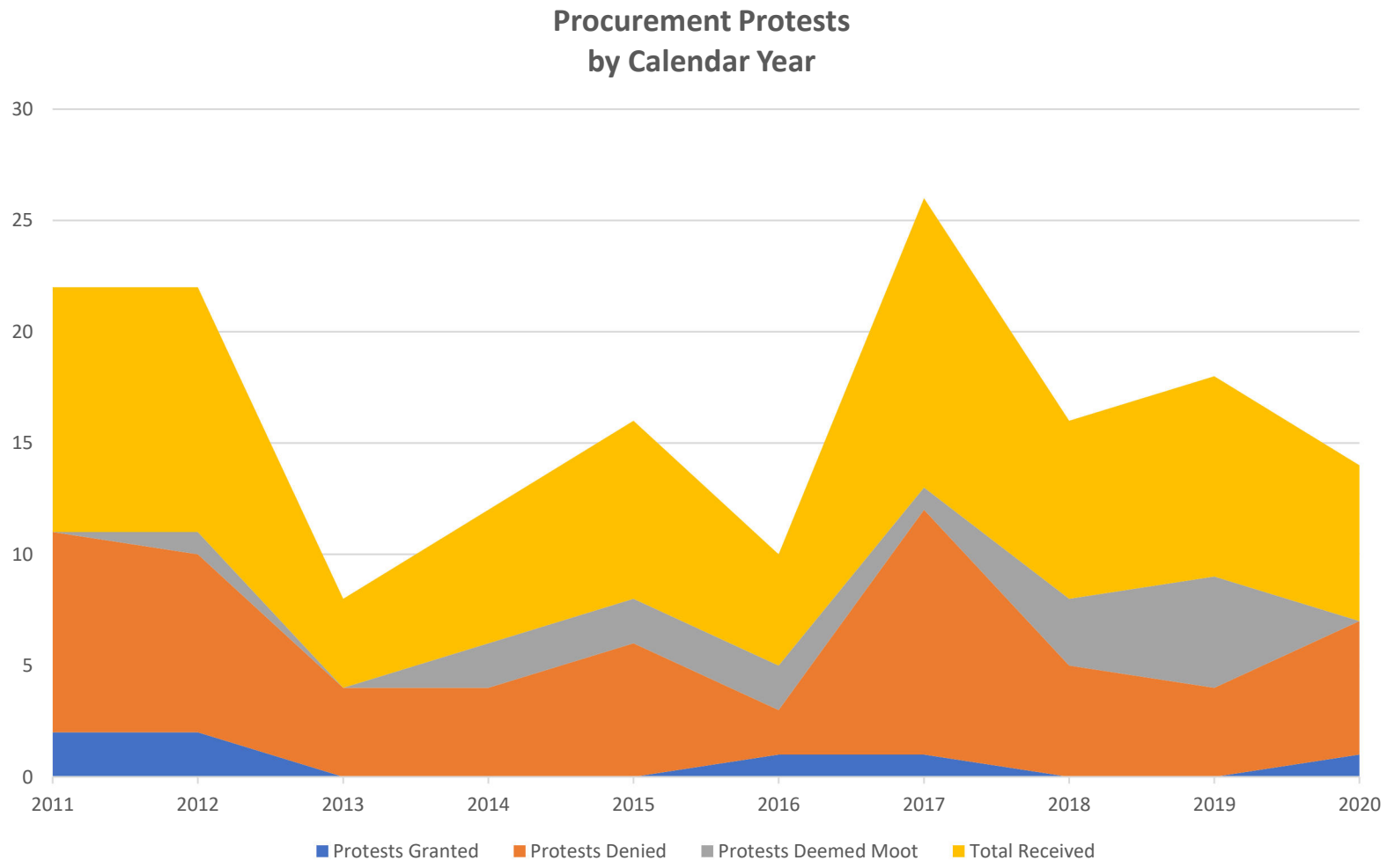
PROCUREMENT PROCESS OVERVIEW

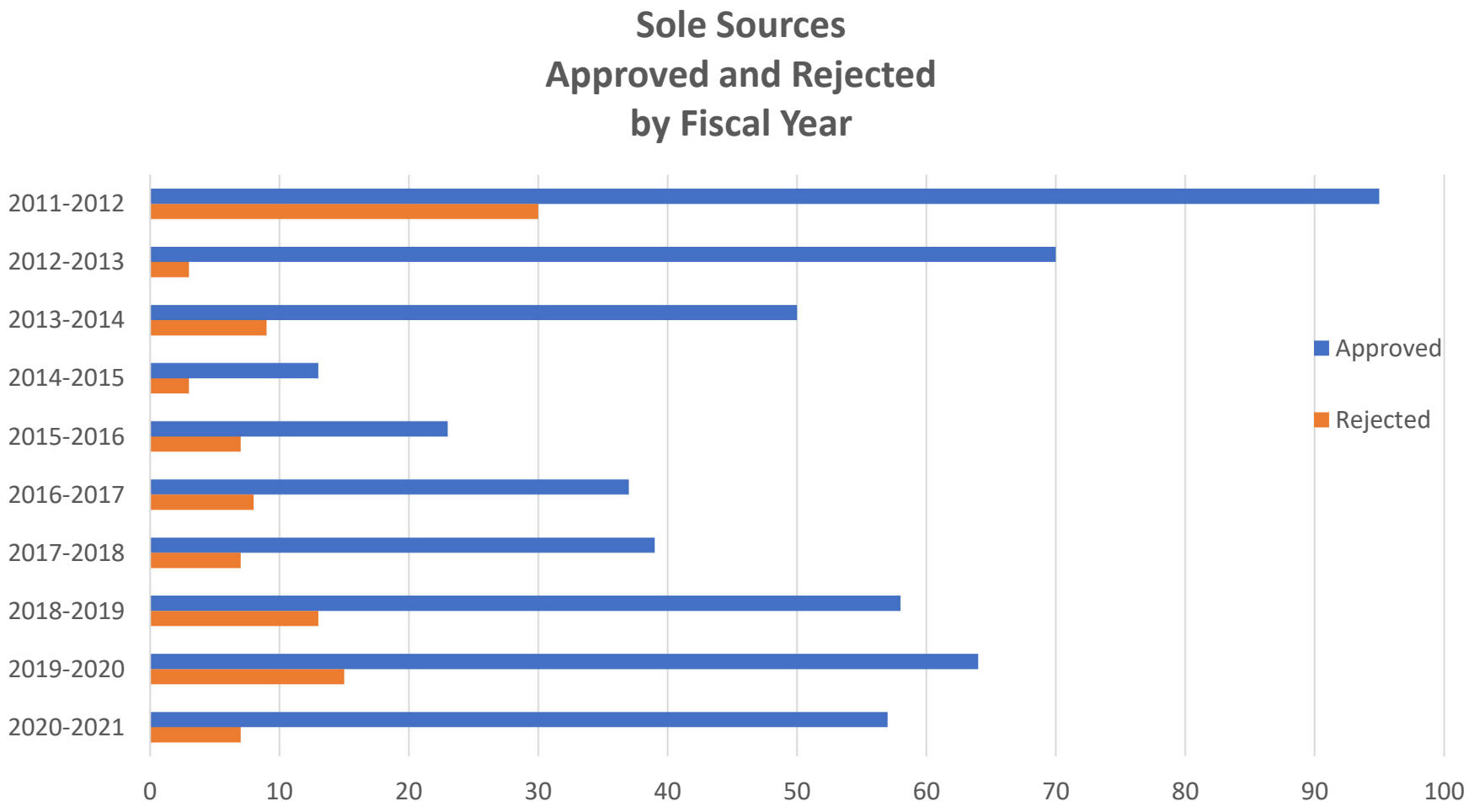


GO-TIME Savings

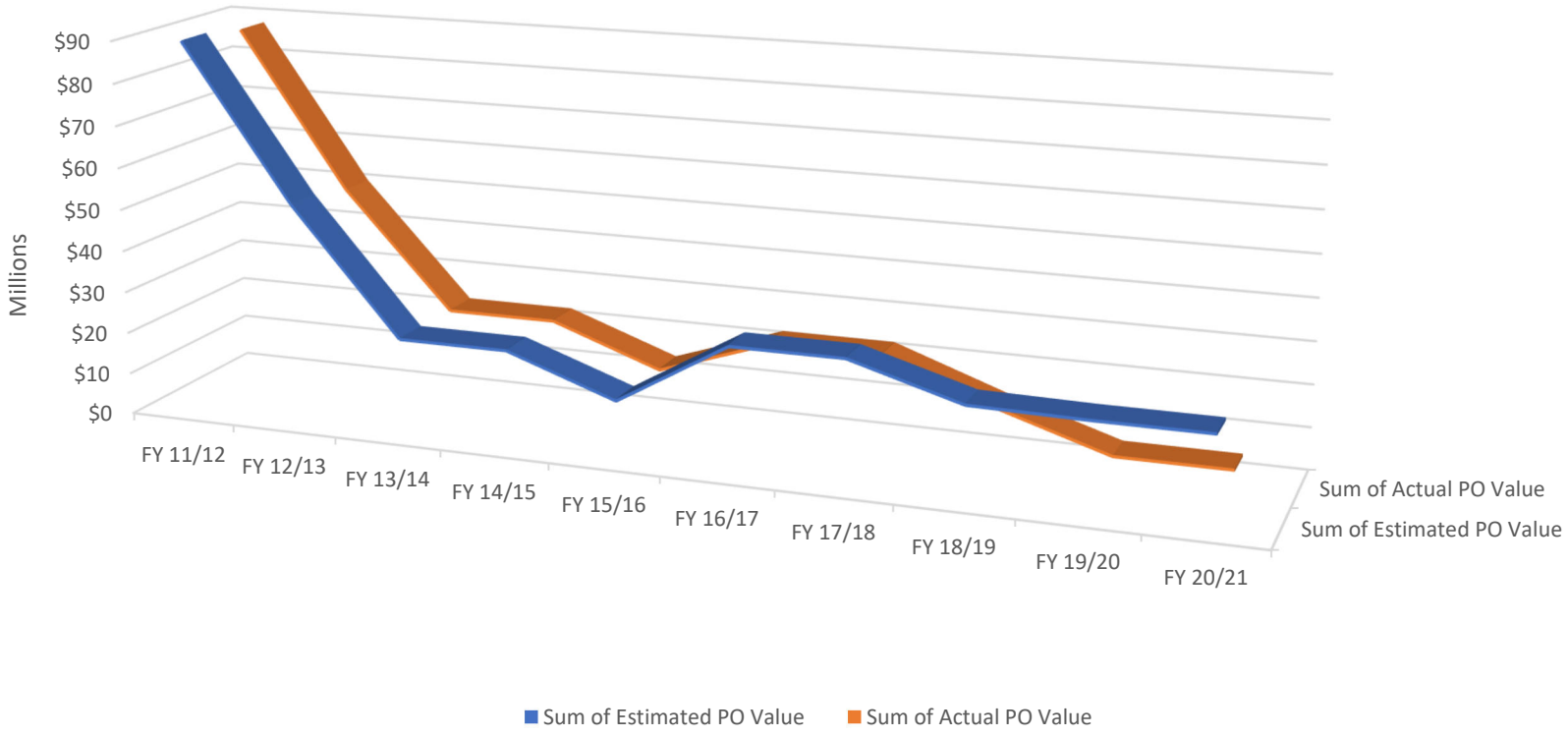
Savings from January 2015 through October 2021:

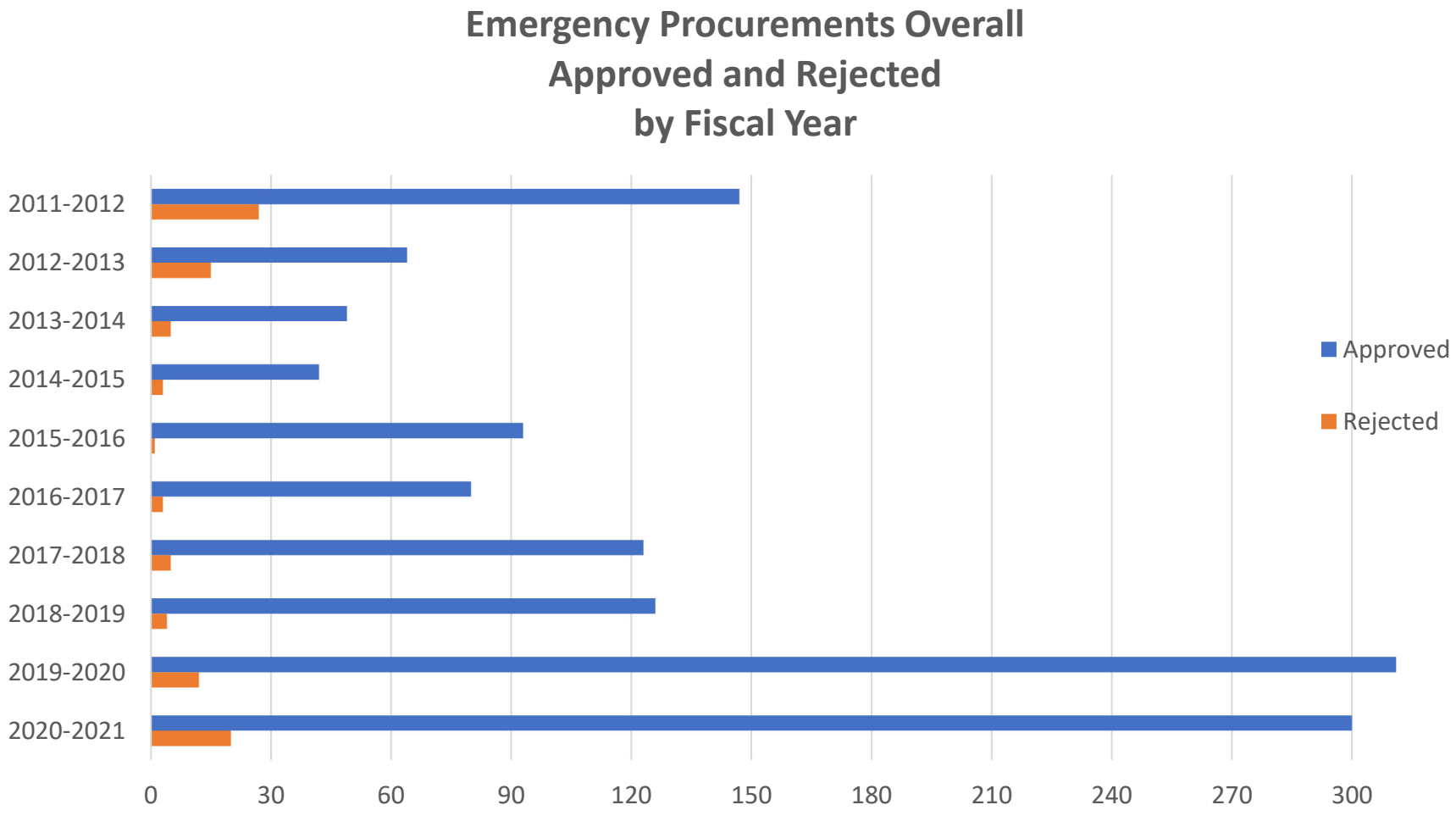
- Total Cumulative Savings:
  $571.4 Million
- Total Reverse Auction Savings:
  $162.1 Million
- Total Renewal Savings:
  $31 Million
- Total COSTARS Savings:
  $42.2 Million


Procurement Protests
by Calendar Year
30
25
20
15
10
5
0
2011
2012
2013
2014
2015
2016
2017
2018
2019
2020
Protests Granted
Protests Denied
Protests Deemed Moot
Total Received

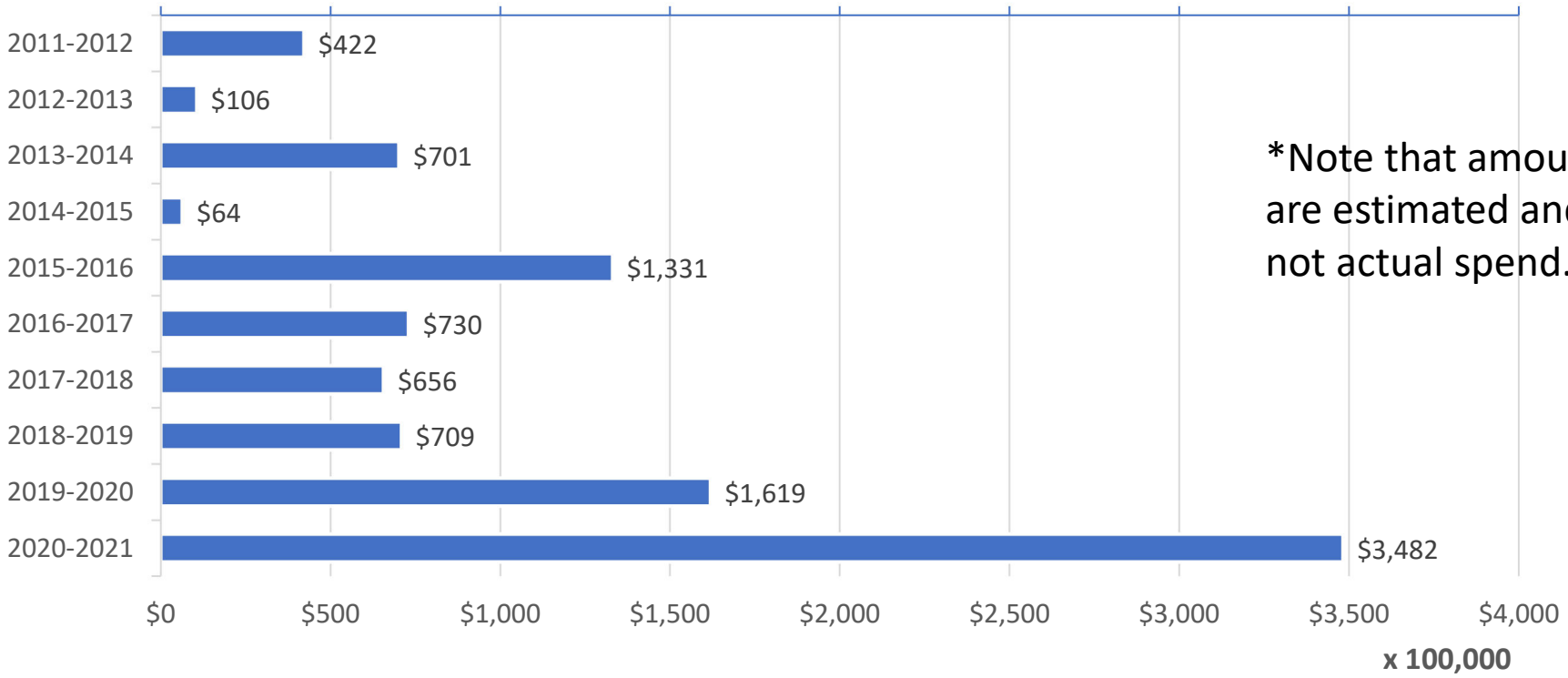

Sole Sources
Approved and Rejected
by Fiscal Year
2011-2012
2012-2013
2013-2014
2014-2015
2015-2016
2016-2017
2017-2018
2018-2019
2019-2020
2020-2021
0
10
20
30
40
50
60
70
80
90
100
Approved
Rejected

Sole Source Spend by Fiscal Year



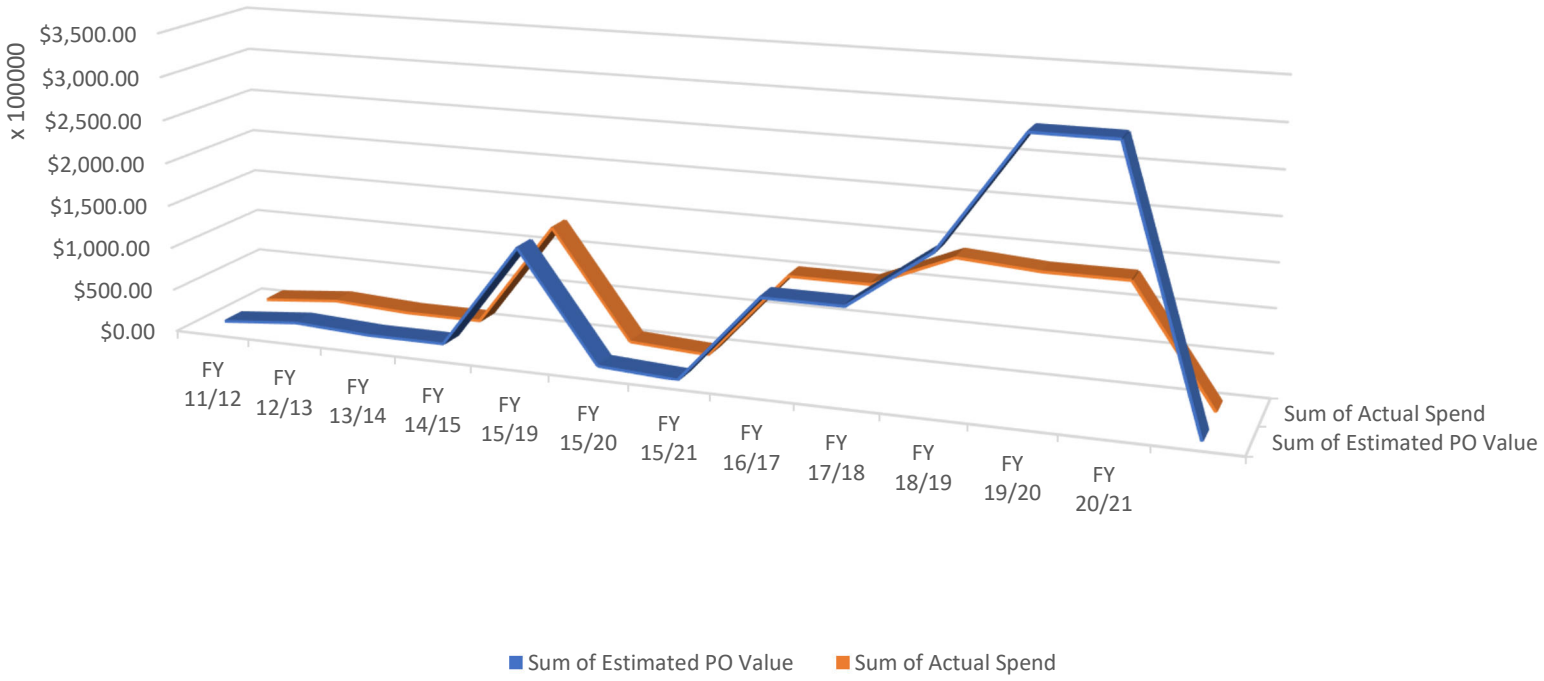

Emergency Procurements Overall
Approved and Rejected
by Fiscal Year
2011-2012
2012-2013
2013-2014
2014-2015
2015-2016
2016-2017
2017-2018
2018-2019
2019-2020
2020-2021
0
30
60
90
120
150
180
210
240
270
300
Approved
Rejected

Approved Emergency Procurement Spending by Fiscal Year



*Note that amounts are estimated and not actual spend.

Emergency Procurment Spend by Fiscal Year



Contracts Managed by BOP

Fiscal Year 20/21

Contract Count	Total Actual Spend
1,131	$990,550,219

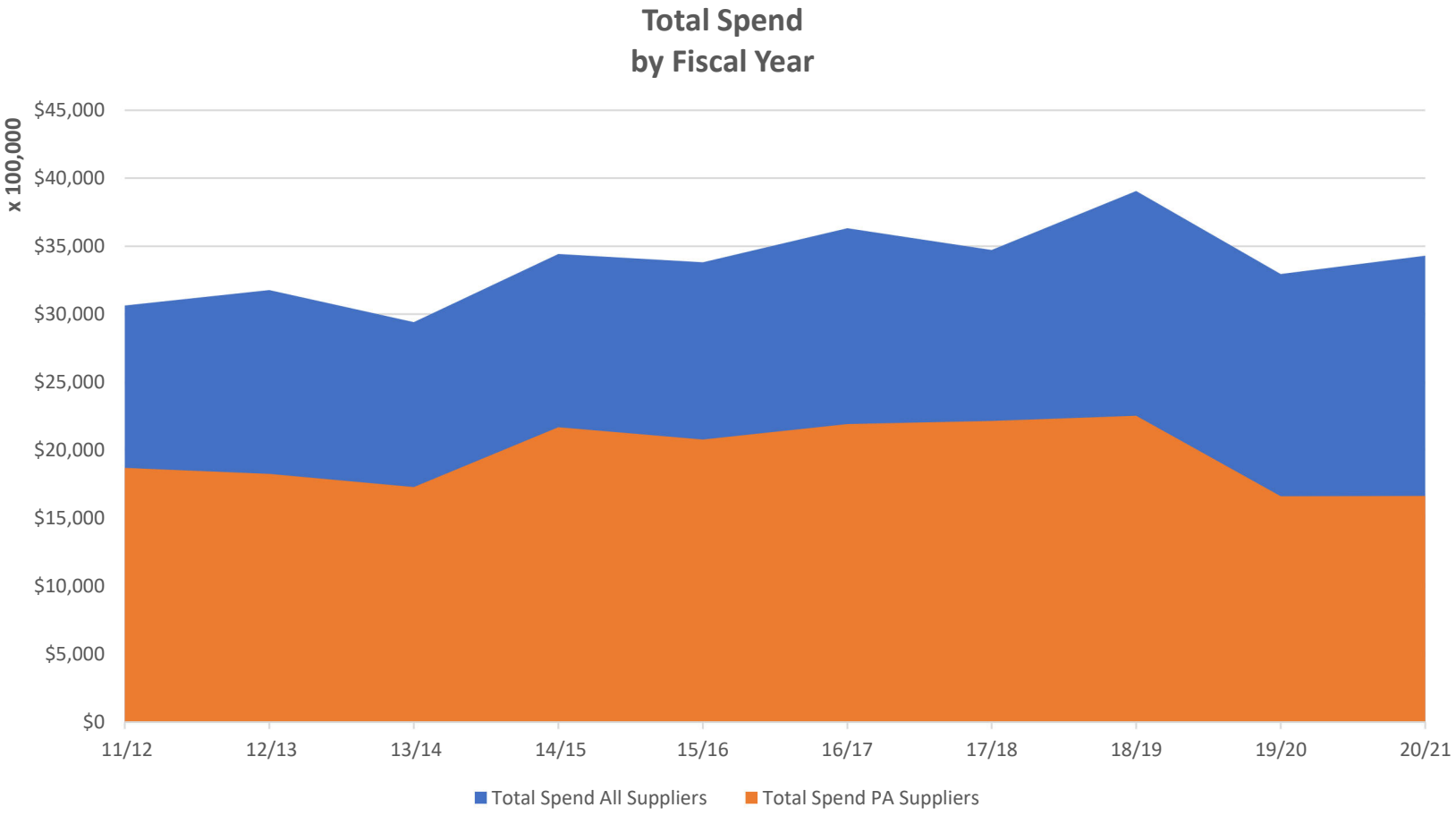
Purchasing Card Transactions

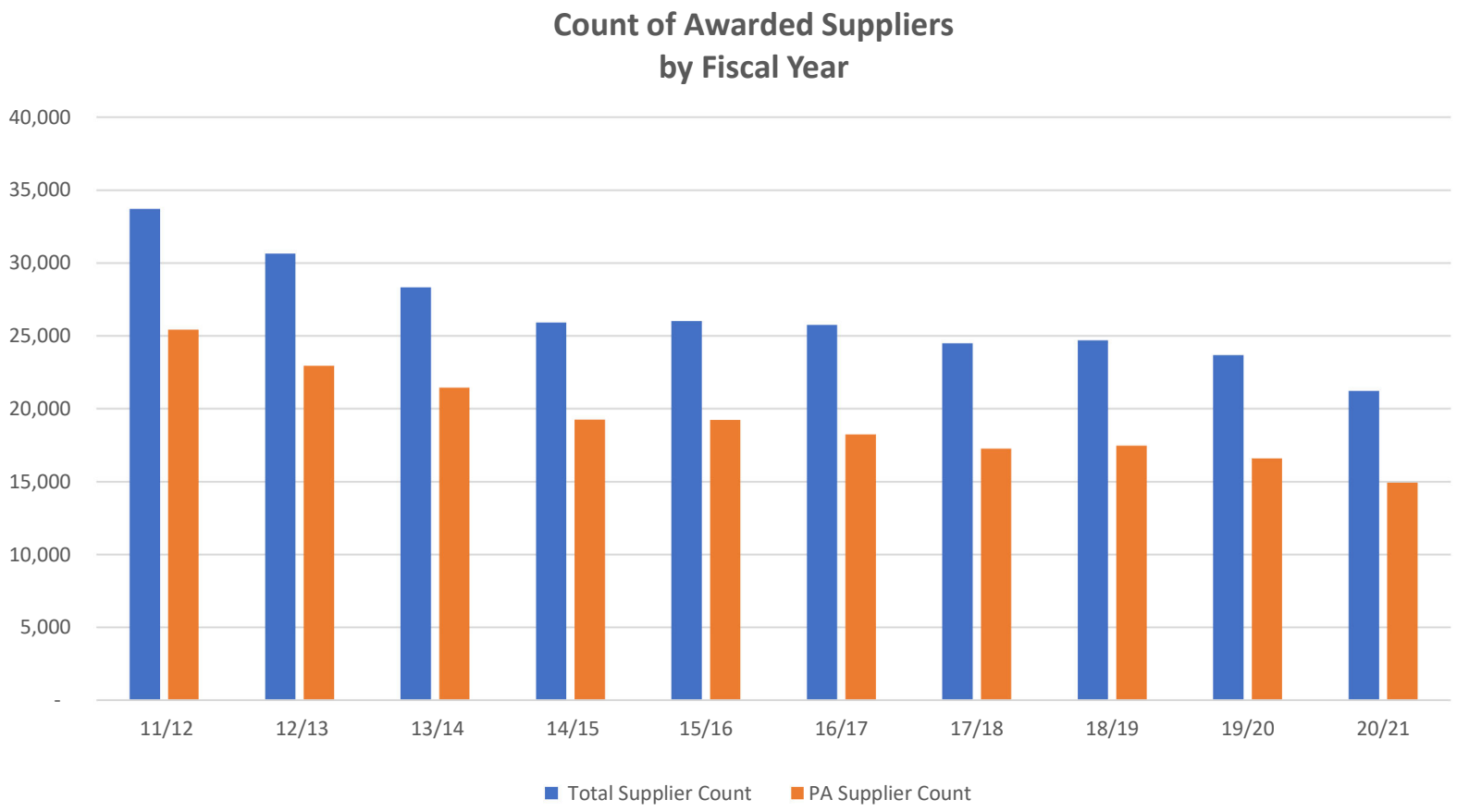
Fiscal Year 20/21

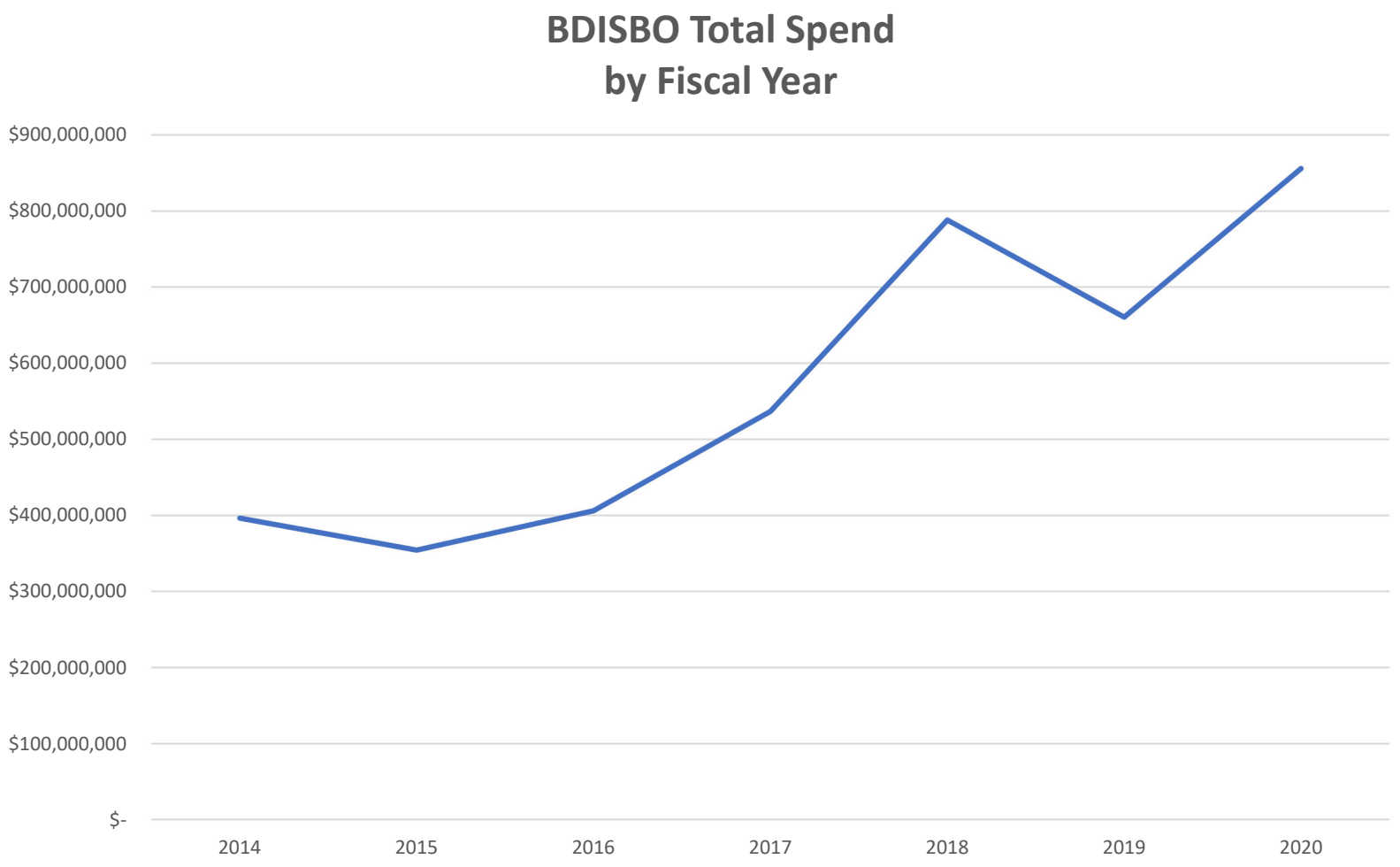
Transaction Count	Total Actual Spend
344,899	$213,355,502

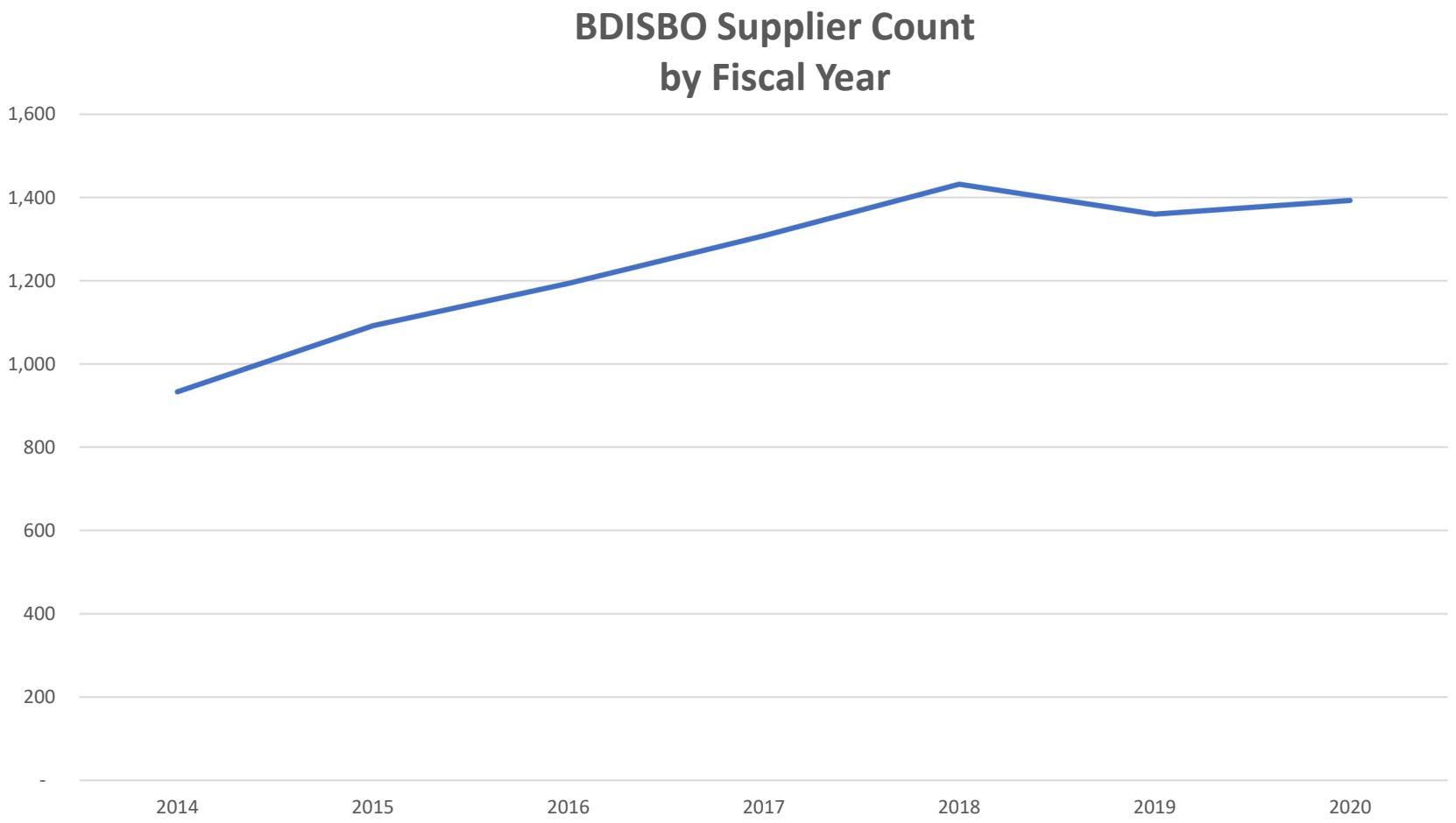
Summary of Invitation To Qualify (ITQ) Activity:

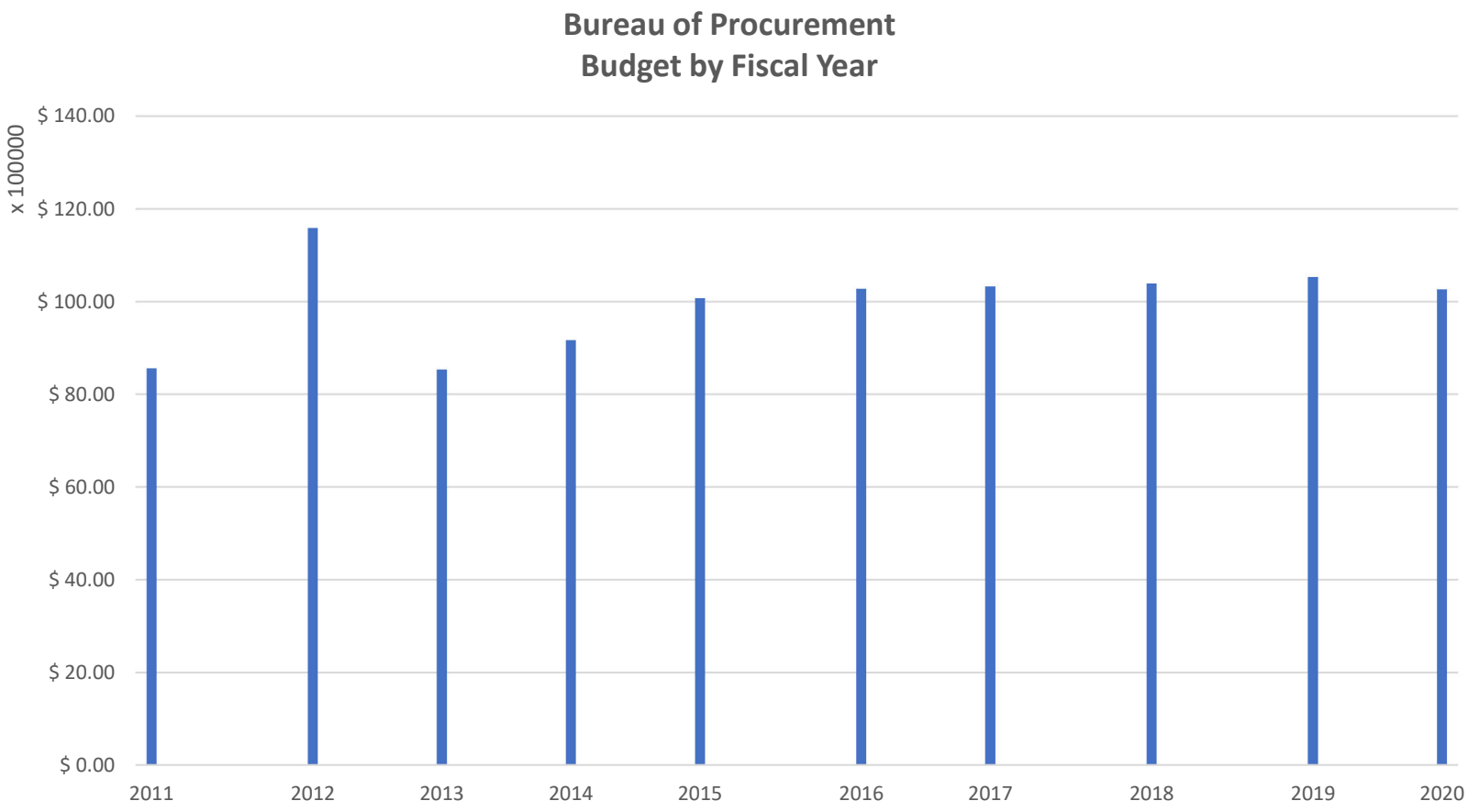
- **2,090 ITQ contracts are managed in JAGGAER.**
- **Total PO Value (not actual spend) against ITQ contracts in FY 20/21 was $827,938,345.**
- **252 new ITQ contracts were awarded in FY 20/21.**
- **2,131 Requests for Quotes (RFQs) were processed against ITQ contracts in FY 20/21.**


Total Spend
by Fiscal Year
x 100,000
$45,000
$40,000
$35,000
$30,000
$25,000
$20,000
$15,000
$10,000
$5,000
$0
11/12
12/13
13/14
14/15
15/16
16/17
17/18
18/19
19/20
20/21
Total Spend All Suppliers
Total Spend PA Suppliers

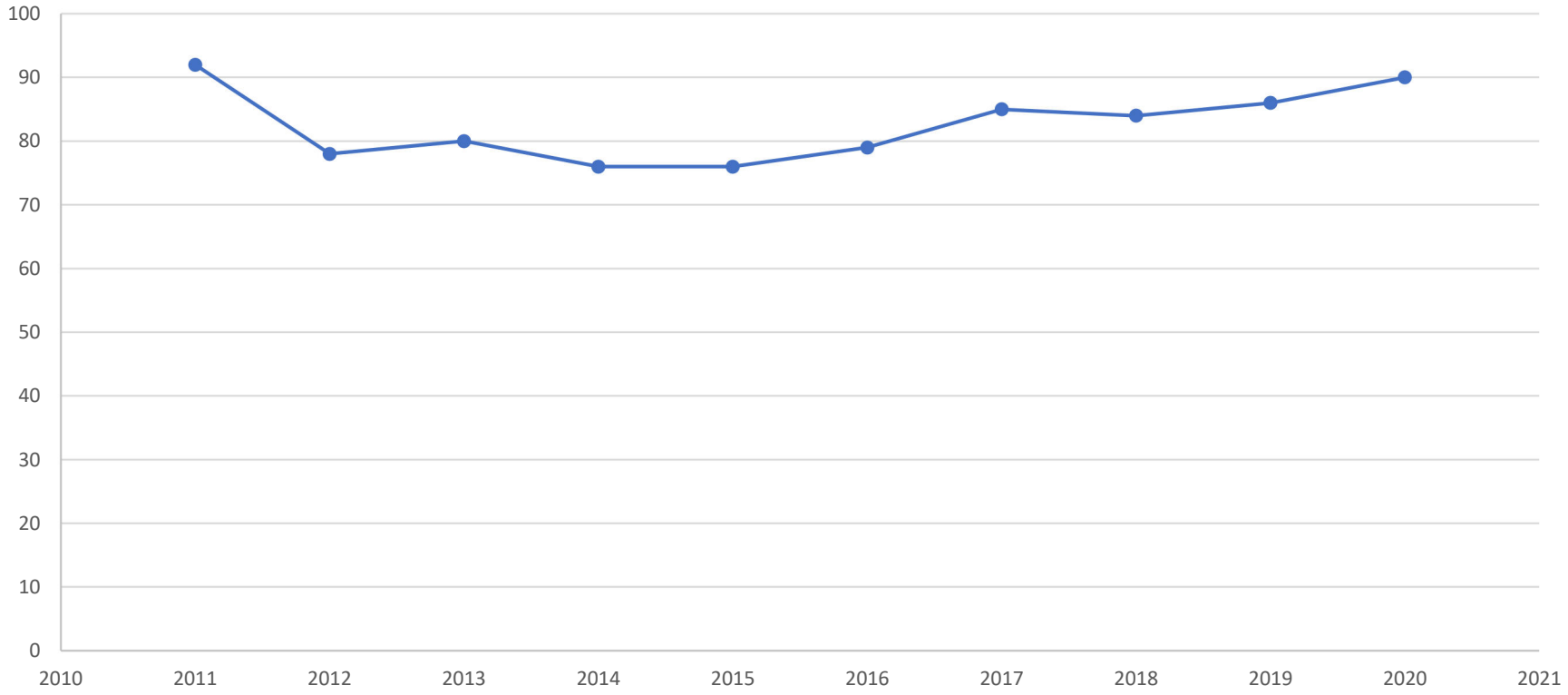

Count of Awarded Suppliers
by Fiscal Year
40,000
35,000
30,000
25,000
20,000
15,000
10,000
5,000
-
11/12
12/13
13/14
14/15
15/16
16/17
17/18
18/19
19/20
20/21
Total Supplier Count
PA Supplier Count

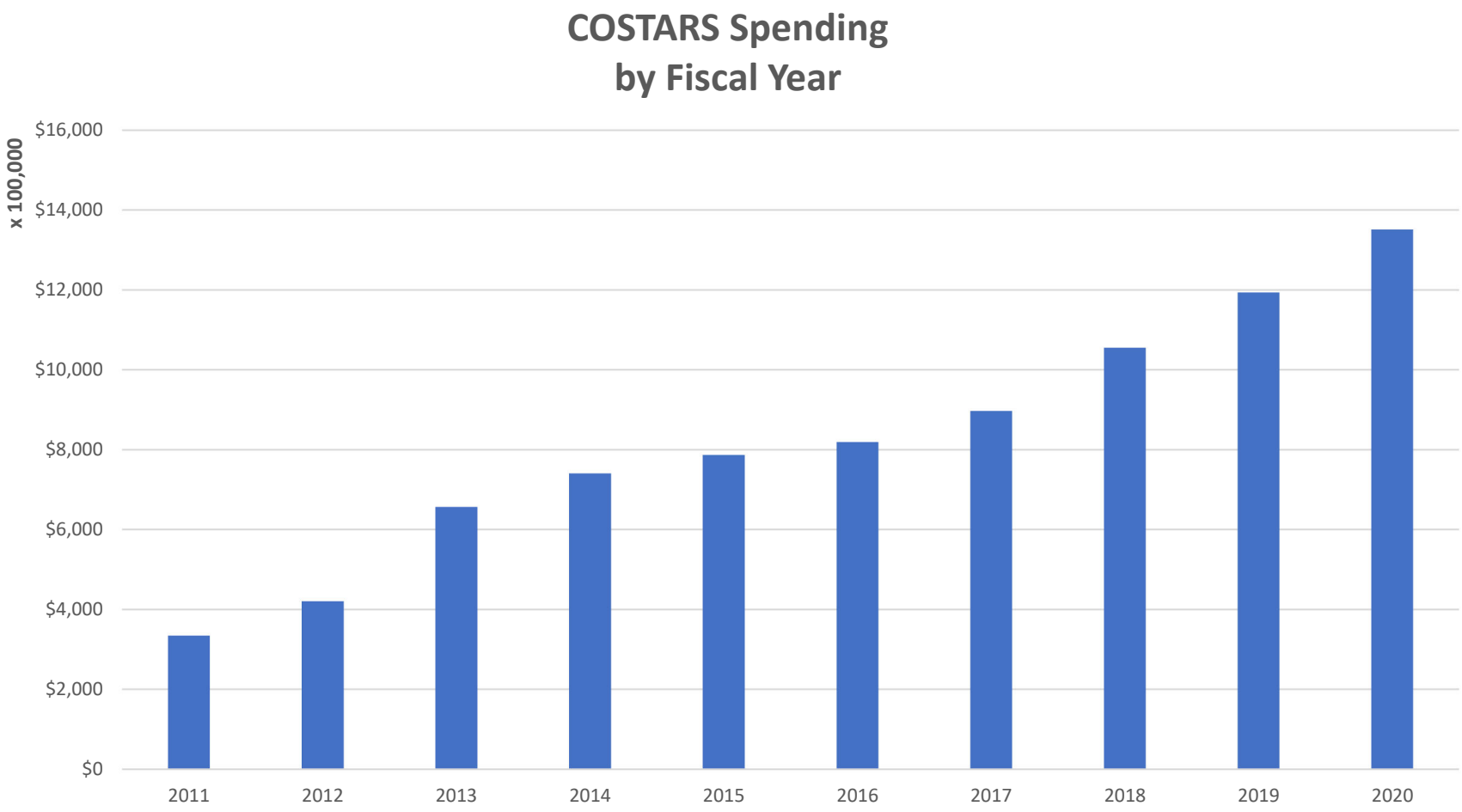

BDISBO Total Spend
by Fiscal Year
$900,000,000
$800,000,000
$700,000,000
$600,000,000
$500,000,000
$400,000,000
$300,000,000
$200,000,000
$100,000,000
$-
2014
2015
2016
2017
2018
2019
2020


BDISBO Supplier Count
by Fiscal Year
1,600
1,400
1,200
1,000
800
600
400
200
-
2014
2015
2016
2017
2018
2019
2020


Bureau of Procurement
Budget by Fiscal Year
x 100000
$ 140.00
$ 120.00
$ 100.00
$ 80.00
$ 60.00
$ 40.00
$ 20.00
$ 0.00
2011
2012
2013
2014
2015
2016
2017
2018
2019
2020

Bureau of Procurement Complement Count by Fiscal Year




COSTARS Spending
by Fiscal Year
x 100,000
$16,000
$14,000
$12,000
$10,000
$8,000
$6,000
$4,000
$2,000
$0
2011
2012
2013
2014
2015
2016
2017
2018
2019
2020

35 COSTARS-Exclusive Contracts:

- **Fiscal Year 20/21:**
  - **Total Spend - $1,178,064,554**
  - **PA-Based Vendors Total Spend - $798,490,791**

113 COSTARS Statewide Enabled Contracts:

- **Fiscal Year 20/21:**
  - **Total Spend - $173,843,500**
  - **PA-Based Vendors Total Spend - $76,635,491**

COSTARS – By the Numbers

Supplier Classifications

Supplier Classification	Count
Small	852
Small Diverse	144
Large	1,361
Total	2,357

*A total of 1,490 suppliers are PA-based.