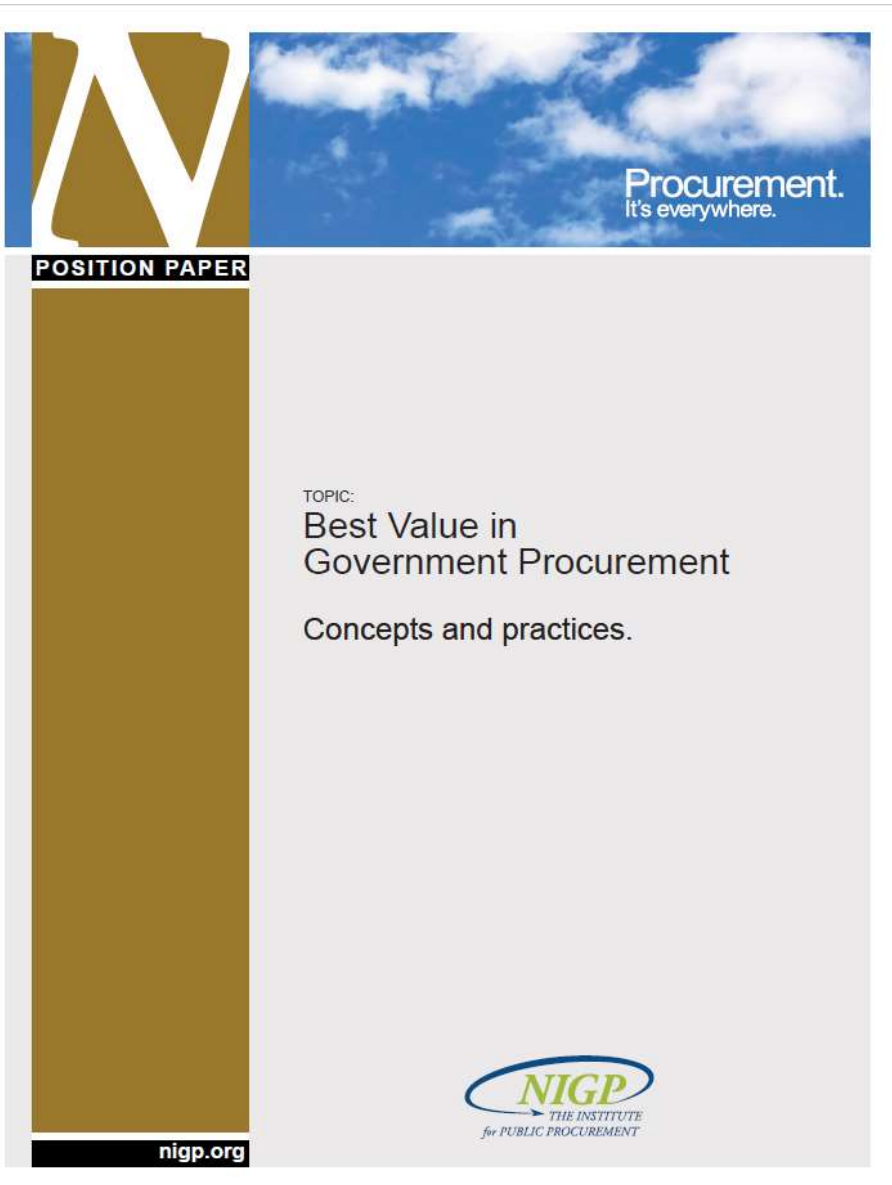


Avoiding Procurement Landmines

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FAPPO



“In a best value selection, judges of comparative value seek to choose the provider offering the best combination of performance, qualifications, price and other values of importance to the organization, but must always do so with methods that promote full and open competition and reflect the core values of the public procurement profession.”

Mission Statement

A short memorable statement of the reasons for the existence of an organization that may encompass its core values.

(Business, 2000)

Provide

- responsive, cost effective and timely support services
- quality and timely services
- leadership and services
- prudent and fair spending procurement
- quality and cost-effective services
- exceptional product and services



MISSION STATEMENT

The Mission of the Spokane County Purchasing Department is to **support** the public service mission of Spokane County **through the responsive and effective procurement** of goods and services in a manner which **maintains the reputation of integrity and Public Trust.**

Dictionary of Procurement Terms

Procurement Officer: Any person **duly authorized** to enter into and administer a contract and make written determinations and findings thereto. Also includes an authorized representative of the procurement officer **acting within the limits of his or her authority.**



- Signature: Delegated purchasing authority that allows you to conduct public solicitations (ITBs/RFPs) and award contracts.
- Integrity - The quality of being honest and having strong moral principles.

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- Integrity - The quality of being honest and having strong moral principles.



“It takes 20 years to build a reputation and five minutes to ruin it. If you think about that, you’ll do things differently.”



Warren Buffett

Appearances

- Impressions
- Perceptions
- Fact vs. Fiction
- Illusion
- Image
- Seeming



Ethics [eth-iks]

1. **ethics** A set of principles of right conduct.
2. **ethics** (used with a sing. verb) *The study of the general nature of morals and of the specific moral choices to be made by a person; moral philosophy.*
3. **ethics** (used with a sing. or pl. verb) *The rules or standards governing the conduct of a person or the members of a profession: medical ethics.*

Guidelines for Ethical Purchasing

- Avoid the appearance of unethical or compromising situations
- Avoid any outside employment or activity in conflict with your official duties
- Identify and avoid making decisions where a potential conflict of interest exists
- Never solicit or accept anything of value from suppliers or potential vendors
- Treat everyone equally

Six Pillars of Character



<https://josephsoninstitute.org/>



Character Counts / NIGP Values

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Citizenship
- Accountability
- Ethics
- Impartiality
- Professionalism
- Service
- Transparency

Protests



Good News!!!

- Only 1 to 2 percent of procurements are protested.
- 90% of protests are denied.
- That means the procurement officer's decision is vindicated and the award stands.



Why Do Vendors Protest?

- Distrust the process
- Nothing to lose (no consequences)
- To maintain the competitive edge by possibly forcing a re-solicitation
- Sour Grapes



Consequences of Protests

1. Increased cost
2. Negative publicity
3. Loss of funding
4. Delaying the project



Why Allow Protests?

- Public needs a process to question procurement activity
- Provides checks and balances
- Proves that the process is fair
- Demonstrates the integrity of the procurement process
- Administrative process is less costly and less time-consuming than court action

Guidance

1. Don't panic
2. Read the protest from the perspective of the vendor
3. Don't dig into your position too early
4. Fully investigate
5. Remember your job is to get the best product for best value and not to "win"
6. Be respectful and firm in stating your position
7. Be willing to admit when you are wrong

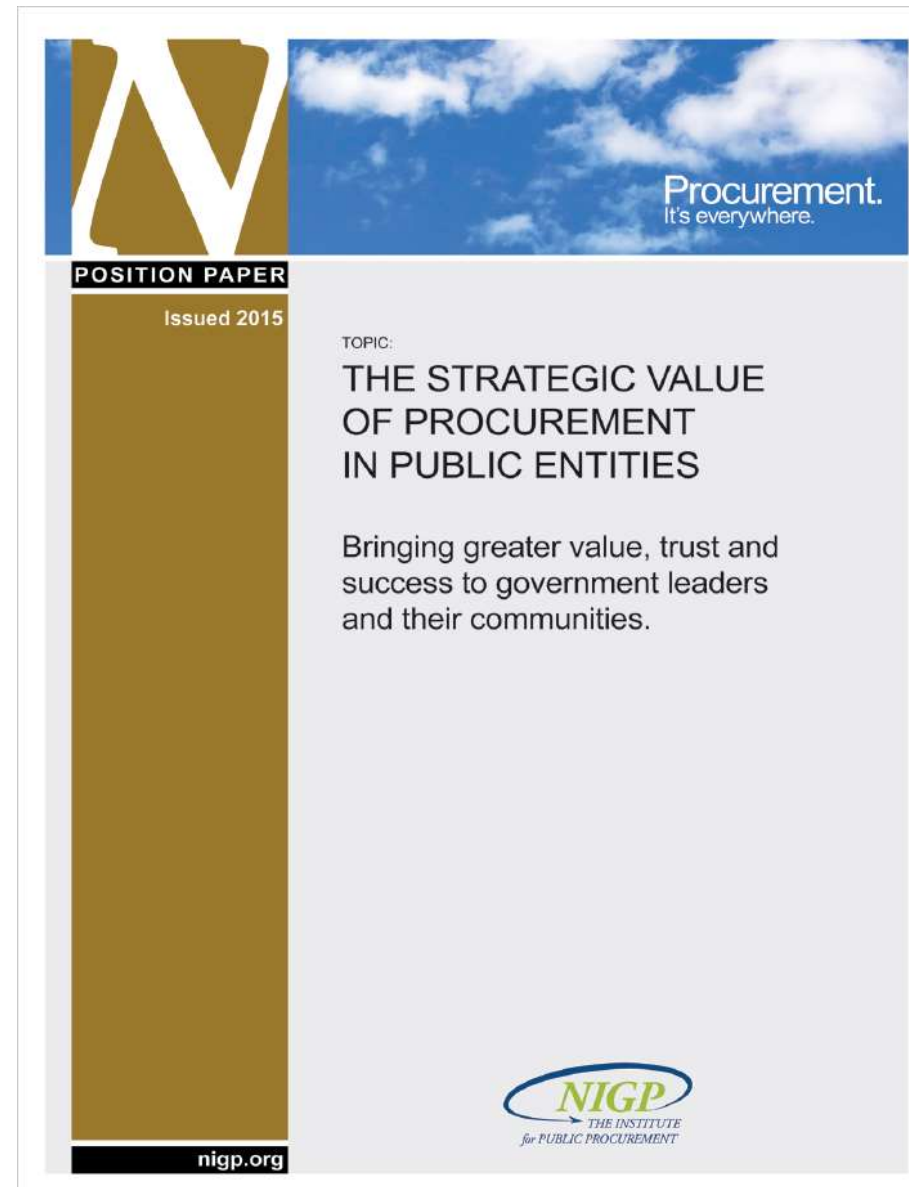
Reduce the Potential for Protests

- Use clear, concise requirements
- Utilize a peer review of solicitations
- Use pre-solicitation conferences
- Utilize established and accepted practices and procedures
- Treat all vendors equally and impartially

Reduce the Potential for Protests

- Maintain an open consistent process
- Be objective and positive
- Be timely in your responses
- Ask for help

“A procurement professional’s job responsibilities require them to not only understand requirements, but to effectively communicate them to both internal stakeholders and suppliers/contractors.”





The Public Procurement for Elected and Senior Officials



1 What is your role in the procurement process?



2 Ethics - Staying on the Right Side.



3 Procurement Authority - Why is it important to me?



4 What is the strategic value of procurement to a public entity?



5 Procurement Values and Principles.



6 How is public procurement different from private sector procurement?



7 Procurement Methods.



8 Emergency Management and Continuity of Operations.



9 The issue of Privatization.



10 The issue of Social Policy and Contracting Preferences.

Best Value Approach slides
contain copywritten/proprietary
information and can not be
shared

COMMENTS / QUESTIONS



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