



Frequently Asked Questions

Sourcewell Procurement Portal

Indefinite Delivery Indefinite Quantity (IDIQ) Construction Contracts

The guide below is intended to address frequently asked questions on Sourcewell's IDIQ construction solicitations for cooperative purchasing solutions. While your query might not be phrased exactly as the examples, the intent of the responses remains consistent.

Note: If you cannot find the answer you need in this FAQ, the solicitation document, the template contract, or all issued addenda, please submit your questions through the Sourcewell Procurement Portal. A member of the Sourcewell Procurement team will respond.

Question:

Where can I find previously awarded bid tabulations/bid results for IDIQ Construction Contracts?

Answer:

All solicitation and contract information for the most recent awarded IDIQ Construction Contract is found on the Sourcewell website at the following link: <https://www.sourcewell-mn.gov/solicitations>.

Question:

Can we get a list of all registered suppliers with Sourcewell for this opportunity?

Answer:

A list of all suppliers, who submitted for this solicitation, will be made publicly available in the Sourcewell Procurement Portal after the Bid Due Date. To view the list, verify that the Sourcewell Procurement Portal opportunities list search is set to "All" or "Closed." The solicitation status will automatically change to "Closed" after the solicitation Due Date and Time.

Question:

Are there any specific licenses/requirements needed by the time of award?

Answer:

Contractors are required to ensure that they submit all the required licenses and meet all requirements by the state they are offering in at time of the specific solicitation closing. Failure to do so will result in your submission being deemed non-responsive.

Question:

The state I am offering for does not allow a General Contractor (GC) license but the using agency does, do I need to register with the agencies that require a license at the local level?

Answer:

The Contractor must maintain valid and current federal, state, and local licenses, bonds, and permits required for the operation of the business that the Contractor conducts with Sourcewell and Participating Entities.

Question:

What is the percentage that Sourcewell charges and where should we include it in our response?

Answer:

Awarded contractors must pay an administrative fee in exchange for the administration of the contracts by Sourcewell and Sourcewell's contract administrator. The contractor must include the administrative fee in calculating the contractor's adjustment factors. Detailed information about Sourcewell's administrative fee can be found in Section VII. B of the General Terms and Conditions document.

Question:

What is the potential volume of projects I am likely to see as an awarded supplier for this specific offering?

Answer:

Sourcewell anticipates considerable activity under the contract(s) awarded from our awarded IDIQ Construction Contracts and provides estimated annual volume figures for each offering; however, work and work volume from any resulting contract **are not guaranteed**.

Question:

What is the task order minimum / maximum?

Answer:

Sourcewell does not impose minimums or maximums. However, participating entities may set their own limits for individual contracts or projects to align with their specific procurement policies.

Question:

Is there a cap on the annual contract amount?

Answer:

Sourcewell does not impose a cap on the annual contract amount. However, participating entities may set their own limits for individual contracts or projects to align with their specific procurement policies.

Question:

Is the estimated annual value per each region or throughout the entire state?

Answer:

The estimated annual value of each corresponds with each contract opportunity that is awarded by region.

Question:

Where do I find drawings/plans/specifications for IDIQ Construction Contracts that are being solicited?

Answer:

Sourcewell utilizes a competitive, solutions-based solicitation approach that is **NOT** based on detailed specifications or specific opportunities.

Question:

Are we able to submit only for any individual sections that meet our capabilities/offerings?

Answer:

For each IDIQ Construction Contract, Sourcewell solicits a select number of trades generally consisting of, but not limited to, General Construction, HVAC/Mechanical, Electrical, Roofing, Paving Asphalt/Concrete, Site/Civil Construction. Contractors may choose to respond to one or all of them. Unless otherwise stated, contractors responding to trades other than General Construction must perform at least 51% of all contracted work with its own organization and forces. The percentage calculation does not include field superintendents or office management personnel.

Question:

If a contractor is awarded a contract, but then during a joint scope meeting it is determined that the participating entity has a scope in mind that would result in a loss for the contractor (eg. quantities resulting in work below our company's minimum charge or requiring the contractor to pack up and mobilize to multiple locations in a day doing only small quantities of work in each location), would the contractor have the right to decline the project?

Answer:

Acceptance or Non-Acceptance of work is a business decision for the contractor to make at the initiation of a project. Contractors do have first right of refusal in this program.

Question:

Could you please clarify the specific security measures required for projects in secure areas?

Answer:

Secure areas are work areas that require heightened security measures and adherence to strict protocols due to the sensitive nature of the location. Secure areas may include, but are not limited to portions of courthouses, correctional facilities, hospitals, and any other areas requiring inventory checks to access the work site.

Question:

How does a potential contractor address a listed material cost in the tables that is 10% too low for current market cost?

Answer:

Adjustment Factors can be used to address this, for example 1.10 would be an increase of 10%. Each factor is weighted by a percentage that is used to create a combined adjustment factor for evaluation purposes only. Refer to the pricing section of the solicitation document.

Question:

When submitting our adjustment factors, how does Sourcewell evaluate our response as described in the solicitation? What do the percentage weights mean and how do they effect or scoring?

Answer:

For evaluation purposes your proposed adjustment factors will be weighted accordingly to calculate a combined adjustment factor. Refer to the pricing section of the solicitation document.

Question:

Can the Construction Task Catalog (CTC) be revised to allow the ability to print?

Answer:

All CTC's are proprietary information of Gordian and substantially sized documents, as such they cannot be made available for printing.

Question:

Is the Gordian software free to use once contractor is selected?

Answer:

Yes, awarded contractors receive access to the Gordian software at no charge upon award.

Question:

Does my company need to submit a No Bid if we decide not to compete?

Answer:

A No Bid is **NOT** required. If you decide not to compete, simply do not complete your response. No further action is required. Even if a No Bid is selected, notifications **will** continue as a registered plan taker.

Question:

Do we need to include the administrative fee in our adjustment factors for this solicitation?

Answer:

The administrative of 7.5% should be included in your adjustment factors. Refer to Section VII. B. of the General Terms and Conditions document for further information on Administrative Fees.

Question:

Who is using the contract resulting from this solicitation?

Answer:

Sourcwell utilizes a competitive, solutions-based solicitation approach that is not based on detailed specifications, finite quantities or locations. Any of Sourcwell's participating entities could use the contract, if applicable.

Question:

Where are the projects located and what are the challenges faced by the entity(ies)?

Answer:

Sourcwell utilizes a competitive, solutions-based solicitation approach that is not based on detailed specifications, finite quantities or locations. Any of Sourcwell's participating entities could use the contract, if applicable.

Participating Entities' unique needs, and Solutions from awarded supplier(s), will be determined if and when participating entities choose to utilize a contract resulting from this solicitation.

Question:

Is it mandatory for Sourcwell participating entities or clients to use the awarded contract?

Answer:

Use of Sourcwell contracts is voluntary, and participating entities retain the right to obtain similar services from other sources.

Question:

How many awards does Sourcwell expect to execute with each solicitation?

Answer:

Refer to the Evaluation and Award section of the solicitation document. The number of contracts varies by solicitation, region, and trade.

Question:

When will we know if we are awarded a Contract?

Answer:

The review process will take approximately 30 days after which ALL respondents, both awarded and non-awarded, will receive an email notification. Sourcewell reserves the right to extend this timeline in its sole discretion.

Question:

Does the post-award process include the ability to file a protest?

Answer:

Refer to the Protests of Awards section of the solicitation document for the process applicable to any protest.

Question:

When extenuating circumstances arise, how do I request an extension to the solicitation deadline?

Answer:

With the availability of the Sourcewell Procurement Portal allowing for 24/7 remote access, extensions are not typically approved or deemed necessary.

Question:

How do we attend the Pre-bid/proposal conference?

Answer:

All registered plan takers will receive log-in instructions approximately two (2) business days prior to the online conference. Login information will be posted to the "Documents" section of the "Bid Details" page on the Sourcewell Procurement Portal.

The pre-proposal will be recorded, and all registered plan takers will receive a copy of the presentation slides and a link to the recording within four (4) business days. A link and a document of the recording will be posted to the "Documents" section of the "Bid Details" page on the Sourcewell Procurement Portal.

Question:

How many uploads or attachments can I include with my submission? Are there any file size limitations?

Answer:

There is no maximum to the number of "SUPPLEMENTAL" attachments, however the maximum file size is 500 MB. Larger files (e.g., Marketing plan) should be placed in a zipped folder, labeled appropriately, and then uploaded.

Question:

How do we edit/add/remove contacts or update passwords for the Sourcewell Procurement Portal?

Answer:

Prospective contractors are solely responsible for ensuring their account information is kept current. Technical support for the Sourcewell Procurement Portal is provided by bids&tenders. If you encounter technical issues, please contact support@bidsandtenders.ca.

Other Resources available on the [Sourcewell Procurement Portal](#):

Create Account Guide

Submit Response Guide

Sourcewell Evaluator Scoring Guide
Sourcewell Cooperative Purchasing: How it works
Process to become a Sourcewell Vendor
Sourcewell Vendor Resources
Political Subdivision List (OR, UT & VA)