Growing your Business

“Make the Right Choice”

CHOICE PARTNERS
The Right Resources. Right Now.
## Vendor Orientation Agenda

**April 19, 2018**

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<th>Time</th>
<th>Event</th>
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<tr>
<td>10:00 am</td>
<td>Welcome/Introductions</td>
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</table>
| 10:15 am  | Choice Partners Cooperative  
             “Who, What, Where?”                                               |
| 11:00 am  | Break (5 min.)                                                      |
| 11:05 am  | Job Order Contracting                                                |
| 11:45 am  | Lunch                                                               |
| 12:15 pm  | Online Ordering & Website                                           |
| 1:00 pm   | Adjourn                                                             |

**CHOICE PARTNERS**

*The Right Resources. Right Now.*

**Harris County Department of Education**
Welcome

Jeff Drury, Director

Contract is broader than HCDE
School districts, charter schools, counties, municipalities, colleges, universities

WIN – WIN – WIN

How can we help you?

Choice Partners cooperative serving
Schools | Colleges | Universities | Counties | Municipalities | NonProfits
WIN, WIN, WIN

Choice Partners

Interlocal Agreement

CP Member

P.O., Job Order and/or Contracted Services Agreement

Awarded Contract

CP Awarded Vendor
Legal Requirements - Texas
Food/Cafeteria Contracts

- Bottled Drinking Water, and Coolers
- Chemical Products and Services
- Commercial Food Distributor
- Commodity Processing of USDA Foods
  - Dairy Products
- Food Equipment, Parts, Repair, Installation, Maintenance, Small Wares, and Related Items
  - Fresh Bread Products
  - Fresh Produce
- Frozen and Chilled Beverages
  - Ice Cream
- Site-Based Pizza Program
- Technical Services & Products for Food Service
Supply Catalog

• 1100 line items competitively bid annually
• Single awards
• Catalog Discount Percentage also provided
• eCatalog system allows members to create quotes
Housekeeping for Vendors

CHECK LIST

- Awarded
- Procurement
- Admin Fee
- Invoicing
- Reporting

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Why Job Order Contracting (JOC)

• “Time & Materials”

If providing “construction services”

• Only method allowed to select contractors for future, undefined projects

• Texas Education Code 44.031
What is JOC/IDIQ Contracting

- **JOC** - Job Order Contracting
- **IDIQ** - Indefinite Delivery Indefinite Quantity
- Public Work Maintenance & Minor Construction Procurement & Delivery Method
  - **TGC 2269** - allows for Construction Services
  - **TEC 44.031** - not allowed
Maintenance VS. Construction
Factors to Consider

• “Like for like” – NOT new or upgraded
• Scale and complexity of project
• Physical size of object being worked on

• **JOC contract**
  (TGC 2269)

• **Maintenance Contract**
  (TEC 44.031)
What’s an IDIQ/JOC Estimate?

• MUST contain:
  • CP Contract Number
  • Legally bid coefficient
• Subcontractor pricing must be estimated using the UPB for ALL scope of work
The Job Order

- District - issued
- Signed by both parties
- States scope of work and price of assigned tasks
Bidding VS. Quoting

• **BID or PROPOSAL**
  vendor’s *formal, written, sealed response* that satisfies the state’s procurement requirements for a governmental entity.

• **QUOTE**
  vendor’s *job-specific price in writing* based on their previously bid and awarded contract pricing.
Final Thoughts

• Establish the procurement method with your client prior to quoting the job
• **CP contract number** – put on **BOTH - Quote & P.O.**
• CP needs to receive:
  (1) confirming copy of each PO issued
  (2) monthly reporting to CP (completes legal procurement process for your client & keeps them in legal compliance)
HCDE is a governmental entity

Harris County Department of Education

HCDE is located in Harris County, Texas; it is not a County agency.

HCDE is a governmental agency serving Harris County schools since 1889.

Choice Partners is a division of HCDE

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Growing your Business

• Where do you begin? What is your target?
• Members vs. non members?
• Any specific governmental vertical market?
• Can you collaborate with a Choice Partners contract holder?
Marketing Required As of 2018

• Seal displayed on website home page (or landing page)

• Conference participation (display seal) - up to 5 events

• Development of marketing plan

OPTIONAL: (coordinate with us)

• Ads in state-wide publications

• Targeted emails

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If You Want a Member Contact List

Vendor must:
• Have Choice seal displayed on your website home page (or landing page)
• Link vendor website to Choice website
• Provide proposed marketing flyer for review

Client Engagement will:
• Assist with the language of your marketing email
• Provide a contact list of members

Talk to your contract manager. They will give you a request form to fill out if you have complied with requirements.
Looking forward to working with you!

Contact your Choice Partners contract manager and get started!
Contacts

**Billing**
Arlita - supplyreporting@choicepartners.org
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