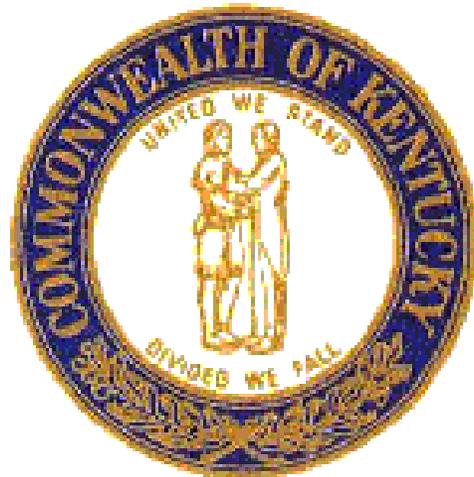


# Doing business with.....

Commonwealth of Kentucky  
Finance and Administration Cabinet  
Division of Engineering and Contract Administration (DECA)



- Registering as a vendor in the eProcurement system:
  - In order to submit a bid or be awarded a contract, you must have an active vendor record in the eProcurement system. Also, make sure your vendor record is up to date with the most current information.
  - WEBSITE: [www.vss.ky.gov](http://www.vss.ky.gov)
  - If you have any questions or problems with your registration or to reset your password, please contact the Customer Resource Center at (502) 564-9641, Toll Free at (877) 973-4357 or email [Finance.CRCGroup@ky.gov](mailto:Finance.CRCGroup@ky.gov)
  - DO NOT WAIT UNTIL THE BID DAY TO CHECK YOUR VENDOR RECORD. IF YOU NEED YOUR PASSWORD RESET OR YOUR VENDOR RECORD IS NOT ACTIVE, YOU WILL NOT BE ABLE TO SUBMIT A BID.

- Searching for active solicitations in the eProcurement System.
  - Once you are on the [vss.ky.gov](http://vss.ky.gov) website you will click on “View Published Solicitations”.
  - You may use the “Keyword Search” box to look for any solicitation you are interested in. For example, you can type in the name of a county and it will bring up the solicitations that are in that county. You must use the asterisk as the wildcard for the search. (\*PIKE\*)
  - After finding the solicitation you are interested in, you will click on the blue underlined RFB number and it will open the solicitation.
    - AML Solicitations – the solicitation will only have the project description and other limited informational items. For the bidding documents, you will need to log into the website [www.stateofkyplanroom.com](http://www.stateofkyplanroom.com) (information on this website to follow)
    - DOG Orphan Well solicitations – the solicitation will contain all documents and information for you to submit a bid. You will click on the “Attachments” tab to download all the solicitation information.

# AML Solicitations

- To obtain the bid documents and specifications for AML Solicitations you will need to log into our eCommunications system.
  - WEBSITE: [www.stateofkyplanroom.com](http://www.stateofkyplanroom.com)
  - Find the solicitation. Proceed through steps to obtain the free download. Once complete, a link for download will be emailed to you. This will ensure you become a planholder. As a planholder, you will receive all addenda issued for this solicitation.
  - Once you download from eCommunications system, you will need to return to the eProcurement System to upload your bid.
  - There are very detailed instructions on submitting a bid through the eProcurement System. We are only accepting electronic bids through this system.
  - All uploads shall be combined into one document including the bid bond before uploading to eProcurement.

# AML – Bidding

## ■ Official Bid Document

- All blanks on the bid form must be filled out when bid is submitted
- Include a 5% bid bond with your bid when submitted. This may be a cashier's check made out the KY State Treasurer. Include a copy of the check with your bid and hold onto the original. The buyer may request your actual check.
- Do not make any notations or add any information to our bid document or this may make your bid non-responsive.
- DECA cannot correct your unit price on the bid document, but we do correct any math errors when figuring the bid.

## ■ Bid Opening

- The bids will be read publicly on a conference call line. That information is provided in your bid documents. No questions will be answered during this call, only the reading of the bids. Bids will then be under review for up to 30 days.

# AML Bidding cont.

- If you are the successful bidder, you will receive an intent to award letter along with payment and performance bond forms. Bid documents will stipulate the time frame in which the forms must be returned via email to the buyer. The insurance certificate and any other required documentation is also due at this time.
- The originals of the payment and performance bonds shall be mailed to the buyer's attention to Bush Building, 403 Wapping Street, Frankfort, KY 40601
- After all the required documentation is received, a contract will be issued. **NO WORK SHALL BE PERFORMED WITHOUT A CONTRACT!**

# DOG Solicitation – Orphan Wells

- To obtain the bid documents and pertinent information for the Division of Oil and Gas (DOG), Federal Orphan Well Program, you will log into [www.vss.ky.gov](http://www.vss.ky.gov). On this website you will search for the solicitation as described previously on slide 3. For this search, you may just type in \*KASTOW\* to bring up any DOG solicitation.
- Once you find the solicitation, you will then go to the attachments tab and download all documents.
- There will be an “Anticipated Schedule of Activities”. This schedule will be for the major activities associated with the RFP distribution, proposal submission, proposal evaluation process and contract award.
- This solicitation is a Request for Proposal (RFP), the requirements differ from the AML Solicitations. Proposals shall be submitted in two (2) parts: the Technical Proposal and the Cost Proposal. Each part of your submittal shall be clearly identified.

# DOG Solicitation – Orphan Wells cont.

- The Cost Proposal shall consist of the documents that require pricing and the 5% bid bond. The bid bond will be a cashiers' check or an actual bid bond form. The check shall be made out to the KY State Treasurer. A copy of the check needs to be submitted with your proposal. Hold on to the original check, the buyer may request the original.
- The Technical Proposal shall consist of the documents provided in the bid package along with a transmittal letter.

*Any deviation from the provisions of the solicitation must be specifically identified by the vendor in its proposal, which if successful, shall become part of the contract. Such deviations shall not be in conflict with the basic nature of this solicitation. The Commonwealth reserves the right to reject any and/or all deviations in whole or in part.*

# DOG Solicitation – Orphan Wells cont.

- After all proposals have been received, a selection committee meeting will take place. The selection committee will review the technical proposal against a scoring matrix published in the bid documents.
- The cost proposal will not be shared with the selection committee until after all technical proposals have been scored.
- Best value scoring will be used to determine the successful bidder. This scoring method is explained on the scoring matrix.

# DOG Solicitation – Orphan Wells cont.

- After all proposals have been evaluated and the successful bidder has been determined, an intent to award letter along with payment and performance bond forms will be sent out. Timeframe for bond and insurance receipt by the buyer will be listed in the RFP documents.
- All bonds shall be executed by a surety company authorized to do business with the Commonwealth of Kentucky.
- A contract will be issued once all required documentation has been received. **NO WORK SHALL BE PERFORMED WITHOUT A CONTRACT!**

# Procurement contact information:

Regarding AML Solicitations:

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Regarding DOG Solicitations:

Kristi Sharp

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