

State of Alabama Department of Finance

Division of Purchasing



Who are we?

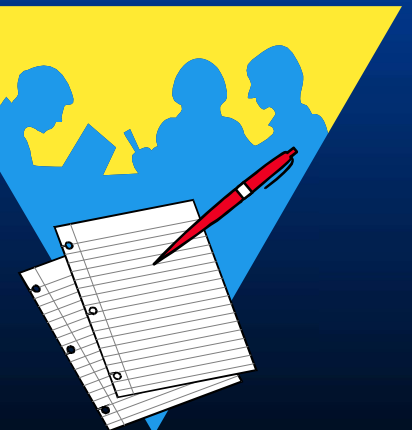


- Responsibility for the purchase of personal property and contractual services for 130+ state agencies.
- Centralized - no statutory authority elsewhere *except* DMH/MR, Port of Alabama, and RSA
- \$431M purchased from 10/1/2017 to 6/1/2018

Purchasing Methods

- **Request for Bid (RFB)**
 - Conducted by State Purchasing
 - Sealed bid process
 - Strict requirements
 - Standard terms and conditions
 - Award to lowest price vendor meeting ALL requirements and specifications

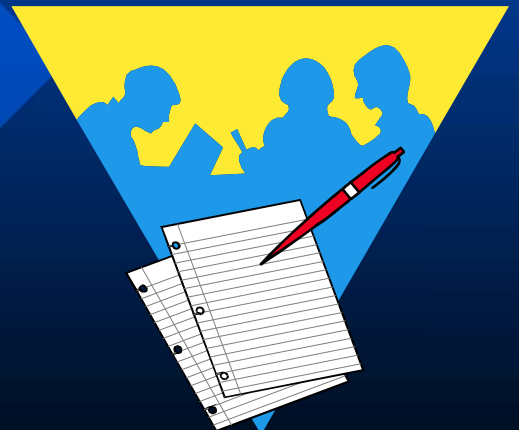
- **Request for Proposal (RFP)**
 - Conducted by the Agency
 - Allows for a Best and Final Offer
 - Award is usually based on scoring criteria
 - Professional services only



Purchasing Methods

- **Sealed Bid Process (RFB) - *over \$15,000***
 - State Contracts
 - Agency Contracts
 - Single Purchases

- **Open Market Purchase - *under \$15,000***
 - Quotes from at least 2 vendors
 - Must be for the same product or service



STATE-WIDE CONTRACTS



- **Contract established by State Purchasing**
 - No single State Agency intended
 - All purchases will be made from single statewide contract

- **Any government entity may use contract**
 - Universities, Counties, Cities, and LBOE

Website



www.purchasing.Alabama.gov

- **Contains links to important information:**
 - **Active statewide contracts**
 - **Link to the Vendor Self Service Portal (VSS)**
 - **Rules and Regulations**
 - **Purchasing staff with list of commodities for which they are responsible**

STAARS



- Vendor Self Service (VSS) portal linked from www.procurement.staars.alabama.gov
- Register/activate/update your account
- View solicitations

STAARS



- **Register** – create your account, receive a vendor number, register for commodities
- **Subscribed** - \$200 for 2 year period, must be subscribed to respond to solicitation and hold a contract.

State of Alabama Division of Purchasing



Internet Site Address

<http://www.purchasing.Alabama.gov>

Telephone (334) 242-7250

STAARS Helpdesk (334) 353-9000