

## REQUEST FOR SPECIAL PROCUREMENT

Submit a Special Request through ORPIN to the Department of Administrative Services State Procurement Office.

The Agency Head or designee (e.g., Designated Procurement Officer) must authorize this Special Request.

PART A. Requesting Agency must complete Items 1 through 13.

1. Requesting Agency Name: State Procurement Office
2. Date of Request: 06/16/2010
3. Agency 5-digit Number: 10200
4. Agency Contact Name: Tim Hay
5. Phone: \_\_\_\_\_
6. Type of Request:  Class Special Procurement      \_\_\_\_\_ Contract-specific Special Procurement
7. Time Period Requested: From: 07/01/2010      To: 10/31/2016
8. Total Estimated Cost: 50,000,000

9. Title; Supplies and/or Services to be Acquired:

(a) Short Title of the Procurement: Nationwide and regional lodging services.

(b) Description of Supplies and/or Services: Nationwide and regional lodging services.

10. **Background and Proposed Contracting Procedure:** Provide a description of what has been done in the past and the proposed procedure. The Agency may, but is not required to, also include the following types of documents: Notice/Advertising, Solicitation(s), Bid/Proposal Forms(s), Contract Form(s), and any other documents or forms to be used in the proposed contracting procedure. Attach additional sheets as needed.

**Background:** The Western States Contracting Alliance (WSCA) is a cooperative group-contracting consortium for state government departments, institutions, institutions of higher education, agencies and political subdivisions (i.e., colleges, school districts, counties, cities, etc.,) for the States of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Minnesota, Montana, Nevada, New Mexico, Oregon, South Dakota, Utah, Washington, and Wyoming. WSCA is a subset of the National Association of State Procurement Officials (NASPO). NASPO is a non-profit association dedicated to strengthening the procurement community through education, research, and communication. It is made up of the directors of the central purchasing offices in each of the 50 states, the District of Columbia and the territories of the United States.

**Proposed Procedure:** This is a WSCA solicitation with Oregon taking the lead. SPO will establish a qualified list of lodging facilities through a Request for Qualifications for lodging services by room for transient and extended stay at or below the domestic GSA per diem rates for Participant Travelers traveling on official government business within the United States.

SPO will create a competitive process to select nationwide and regional lodging service providers. SPO is considering using a scaled down RFP process or an RFQ process without conducting an subsequent RFP. The Lodging Providers will submit a list of properties (Offer) and Oregon will submit a WSCA Lodging Authorization. The combination of the RFQ, Offer and WSCA Lodging Authorization will form the Lodging Agreement.

**11. Justification for use of Special Procurement:** Describe the circumstances that justify the use of Special Procurement. Attach relevant documentation. The lodging industry is franchised driven, however the parent corporation will solicit on behalf of the franchises (properties) for the lodging services we require in the solicitation. Neither the franchises or parent corporation will sign the typical price agreement or agreement to agree that we are accustomed to. The parent however, will submit a list of properties to the State that agrees to the requirements we outline in the solicitation. The State will then confirm back that the list of properties are accepted and they can begin providing services.

**12. Findings to Satisfy the Required Standards:** This proposed special procurement:

**X (a)** will be unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts because:

All nationwide and regional lodging providers will be encouraged to solicit an offer, and each offer will be scored per the criteria outlined in the RFQ. The State however reserves the right to award to some or all of the qualified lodging providers. Attached in ORPIN is the solicitation document that SPO plans to use. It is structured as an RFP with a competitive scoring process, and a process to protest specifications, however, it is stripped of the standard price agreement boiler plate and statement of work. The statement of work is contained in the solicitation.

(Please provide specific information that demonstrates how the proposed Special Procurement meets this requirement.);

**and**

**X (b)(i)** will result in substantial cost savings to the contracting agency or to the public because:

\_\_\_\_\_  
(Please provide the total estimate cost savings to be gained and the rationale for determining the cost savings);

**or**

**X (b)(ii)** will otherwise substantially promote the public interest in a manner that could not practicably be realized by complying with the requirements of ORS 279B.055, 279B.060, 279B.065, or 279B.070, or any rules adopted thereunder because:

The resulting Lodging Agreements will reduce lodging costs by having more properties honoring per-diem available to state employees. It will also give us the first reporting vehicle for lodging spend.

(Please provide specific information that demonstrates how the proposed Special Procurement meets this requirement.)

**13. Optional Signature:** The signature of the Authorized Representative of the Requesting Agency (Agency Head or delegate, i.e., Designated Procurement Officer).

Electronic in ORPIN  
Name

June 17, 2010  
Date

**DAS SPO Use Only:**  
**Receive Date:**

**DAS SPO File # SP-437-10**

**REQUEST FOR SPECIAL PROCUREMENT**

PART B. The State Procurement Office of the Department of Administrative Services completes Part B.

**STATUTORY AND RULE AUTHORITY:**

ORS 279B.085(3) states the Director of the Department of Administrative Services may approve a special procurement if the Director finds that a written request submitted under ORS 279B.085(2) demonstrates that the use of a special procurement as described in the request, or an alternative procedure prescribed by the Director will:

- (a) Be unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts; and
- (b)(A) Result in substantial cost savings to the contracting agency or to the public; or
- (B) Otherwise substantially promote the public interest in a manner that could not practicably be realized by complying with requirements that are applicable under ORS 279B.055, 279B.060, 279B.065 or 279B.070 or under any rules adopted thereunder.

OAR 125-246-0170 delegates the authority of the Director to approve special procurements to the Chief Procurement Officer of the State Procurement Office, Department of Administrative Services. OAR 125-247-0285 through 125-247-0288 implement ORS 279B.085.

**FINDINGS:**

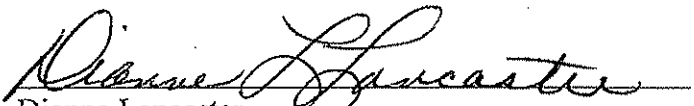
**The findings are accepted, adopted, and incorporated by reference herein.**

**CONDITIONS OF APPROVAL:**

**Notice of Approval of the Special Procurement.**

1. SPO shall post the notice;
2. The Special Procurement may not be used until after the completion of the seven (7) day notice period required pursuant to OAR 125-247-0287(4), and either:
  - a. No protests or objections were received by SPO in response to this notice, or
  - b. If any protest or objection is received during the notice period, then not until:
    - i. A copy of it is delivered to the External Operations Analyst for this Special Procurement, and
    - ii. The Chief Procurement Officer or delegatee confirms in writing the first possible award date.

**APPROVED:**

  
 Dianne Lancaster  
 Chief Procurement Officer  
 Department of Administrative Services

  
 Date

*mj*  
*6/24/2010*