

Vendor bidding process for SC09 booth design and manufacture

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- with CD leaders, determine goals of Fermilab presence at SC09
- develop vision and marketing plan, present to CD leaders
- with CD leaders, determine themes and topics to highlight
- create online collaborative workspace (we chose basecampHQ) in which to track milestones, monitor progress, keep meeting notes, etc., and to collect documents
- note SC09-imposed deadlines for booth-related items, housing, job fair, etc.
- document process that SC09 team will follow in preparing physical booth and booth activities
- reach agreement with CD leaders on objectives, process, themes and display ideas
- estimate budget, create spreadsheet
- start working with Procurement on bid procedure for booth design and manufacture
- select bidders to target
- with Procurement, create RFI. Procurement sends it to selected bidders. Meet with bidders to answer questions. Await replies.
- with Procurement, create RFP. Procurement sends it to bidders for whom team has decided the RFI response is adequate. Provide opportunities for bidders to conduct “discovery process”. Await proposals.
- Procurement conducts all written communications between FNAL SC09 team and bidders until contract is awarded. After that, all financial communications still go through Procurement
- create selection criteria spreadsheet based upon requirements listed in RFP, and set up scoring system to use to determine “best value” proposal as objectively as possible
- upon receipt of proposals, each team member scores all proposals individually
- team members meet to merge evaluations and thereby objectively determine best-value proposal
- present best-value choice to CD leaders
- Once CD leaders agree, send final evaluation and summary to Procurement (they notify winning bidder)
- once vendor is selected, create schedule, complete discovery process as needed, provide content, finalize design, complete project.