ACCESSColorado

3 STEPS for Doing Business with the State of Colorado

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COLORADO

STATE OF COLORADO

OFFICE OF THE GOVERNOR

136 State Capitol
Denver, CO 80203 - 1792
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John W. Hickenlooper
Governor

January 1, 2013

Welcome to the State Purchasing Office's **ACCESS**Colorado supplier guide. A key to successful businesses is being able to identify and pursue areas of opportunity and be able to access markets to promote goods and services.

In three simple steps, this guide will help business owners and management understand how the State Purchasing Office conducts purchases and solicitations, assist in identifying opportunities, and will provide access to the State's procurement process.

The State of Colorado's purchasing market is accessible to all businesses – regardless of size or ownership; all businesses are given an equal opportunity to compete for State of Colorado business. The State of Colorado values the advancement of all persons regardless of age, disability, national origin, race, color, religion, gender and sexual orientation; we believe in making State purchasing opportunities accessible to all small, minority and women-owned businesses. Purchasing agencies are encouraged to support diverse businesses in their procurement activities. By considering the goods and services of sometimes under-utilized businesses, it creates strength in our diverse communities.

We hope you will find this guide useful as you consider doing business with the State of Colorado.

Sincerely,

John W. Hickenlooper
Governor

STATE PROCUREMENT 101

The Mission of the Colorado State Purchasing Office is to ensure a fair and open market for State procurement.

State Agencies (Agencies) and State Institutions of Higher Education (Institutions)
The procurement function is decentralized for Agencies and Institutions, meaning each unit conducts their procurement activities independently. Purchasing entities receive delegations from the State Purchasing Office to operate and maintain their own purchasing departments and conduct their procurements under a set of rules in the Colorado Revised Statutes (C.R.S.) known as the Procurement Code. Delegated Authorities are divided into two groups; Group I and Group II Agencies. Group I Agencies have more restrictive limits for what they can purchase on their own. See "Purchasing Detail by Agency" included in the guide for more information.

Local Government
Cities, counties and special districts such as school, water, fire transportation and utilities are commonly referred to as Local Government. The Procurement Code, refer to these entities as Political Subdivisions. Each entity may conduct their own procurements and are not governed by the State of Colorado. They may have their own website for posting solicitations or may use a website like Rocky Mountain E-Purchasing. Information is available on our website for Local Government.

Construction / Public Works Projects
The Office of the State Architect (OSA) administers State funded building construction projects, maintenance requests, sets code, policy and compliance for all State-owned buildings, manages the emergency controlled maintenance fund, sets policy on energy management for all State facilities, and provides oversight for leasing and real estate transactions for Agencies and Institutions.

Bridge and Highway construction is managed by the Colorado Department of Transportation (CDOT).

The Department of Natural Resources manages all their construction projects.

Preference in Procurement
In the guide, we have included a reference for products, services and preferences in Colorado procurement. Check this chart to see if there are any existing preferences in place for goods and services you offer.

Can I offer products or services through the GSA Schedule?
The State of Colorado does not use the GSA schedule because they are not competitively solicited. Procurement Code requires goods and services to be competitively solicited when above certain thresholds (defined in Step 1).

Does the State of Colorado give preference for minority owned businesses?
Federal law requires justification for race based preferences. A disparity study would need to be completed with an analysis of contracts awarded to minority suppliers and minority businesses who are able, willing, and ready to respond to the need of the Agencies or Institutions. Based on the findings of the study, a preference or goal may be implemented to remedy the disparity. The State of Colorado has not completed a disparity study for goods and services and there are no race based preferences at this time. However, if an Agency receives Federal funds, there may be a requirement for participation by minority owned businesses. CDOT conducts a disparity study regularly and have minority business goals. Some Local Governments may have minority owned business preferences (City & County of Denver, Regional Transportation District, Etc.).

STEP 1 | RESEARCH

Understanding where your goods and services fit into State procurement is essential to your success in doing business with the State of Colorado.

There are two basic areas of opportunities for doing business with the State of Colorado: through discretionary purchases, and competitive bid process.

Discretionary Purchases
State Procurement Rules set dollar limits for discretionary spending that do not require competitive solicitations (bids). These limits are up to $10,000.00 for goods, and up to $25,000.00 for services. Much of the State's purchasing is done within these dollar limits.

Most purchases of $5,000.00 or less are made by State employees who are not purchasing agents, and usually purchased with the State's procurement card (P-card). Purchases of goods between $5,000 and $10,000 and purchases of services between $5,000.00 and $25,000.00 are usually processed via a purchase order issued by a State purchasing official, usually without a competitive bid.

For most discretionary purchases, the decision for the choice of supplier may be with any State employee (not a purchasing agent) who is the end user of goods, materials and equipment, and/or the program managers who are responsible for the goods or services being purchased. It can be difficult to find who these individuals may be within Agencies or Institutions and a variety of marketing and networking approaches may be needed in order to make your business known to the right buyers.

Competitive Bid Process
Most Agencies post bid opportunities / solicitations on the Colorado Vendor Self Service website (**ColoradoVSS** wwwcolorado.gov/vss). You may look at historical information (such as awarded solicitations) to find Agencies who have solicited for the types of goods or services your company offers. In Step 2 you will learn where all solicitations are posted and how to register on these websites. Registration on multiple websites may be beneficial.

Award Statistics
Award statistics give historical data on what has been procured through the competitive bid process and helps you identify potential opportunities so you may determine how to position your goods or services in State procurement. Award statistics do not include anything procured in discretionary spending or emergency procurement. To access award statistics on **ColoradoBIDS** (www.colorado.gov/bids) select "Award Statistics" in the upper right-hand corner. Award statistics are available in two formats. Sorting the information by category gives you the historical purchasing data by related goods and services. Viewing information by Agency, gives you an understanding for what types of goods and services Agencies and Institutions have solicited. There is contact information for the procurement professional who published the solicitation. The same historical information is available in **ColoradoVSS** and can be seen without having to be a registered user of the website. Look for the "advanced search" at the top of the page to review all this information.

The Governor's Office of State Planning and Budgeting (OSPB)
The OSPB's website has information on State Agencies' strategic plans and budget information. By reviewing this information, you may be able to learn more about Agencies' needs and become a viable solution for them.

State Price Agreements

SOURCINGColorado (a program of the State Purchasing Office) currently manages and maintains approximately 200 Statewide Price Agreements. These Agreements are for goods and services commonly purchased through Agencies, Institutions, Local Governments and qualified Nonprofits. Price Agreement users; *Save Time* - conducting formal solicitations is not needed because the goods or services have already been competitively solicited, *Save Money* - through volume pricing and established ceiling pricing and *Contract Terms and Conditions have been pre-negotiated.* Cost savings may be achieved through Cooperative Agreements with other states through organizations like the National Association of State Purchasing Officials, NASPO.

Current State Price Agreements may be viewed at www.colorado.gov/bids. Select Price Agreements and look for the category where your business provides goods or services (there might be more than one category for your goods or services). If products you sell can be offered through distributorship, consider becoming a distributor to of an awarded supplier.

What is the difference between mandatory and permissive Price Agreements?

Purchasing entities subject to the Procurement Code purchase from both mandatory and permissive Price Agreements. If a purchasing entity cannot find the product needed or an available substitute, or if the product cannot be provided in the time needed, the entity may purchase outside of a Price Agreement. A mandatory Price Agreement requires a waiver where a permissive Price Agreement does not follow the more formalized waiver process.

If the goods or services I offer are not under Price Agreements how do I get a Price Agreement in place?

Generally, new categories for goods and services are not opened by vendor request. Agencies may request additional categories to be offered and the request are fully considered by the State Purchasing Office. In order to expand our goods and services offerings, we need to understand the demand or volume and benefit to Agencies.

What if a Price Agreement is in place that offers the same goods or services I offer and how do I become a Supplier of a Price Agreement?

Determine if your goods or services are cost competitive by reviewing prices on the Price Agreement. Pricing offered is considered to be "ceiling prices" and buyers may negotiate lower prices. Contact the Strategic Sourcing Specialist at the State Purchasing Office who manages the Agreement. Contact information is on the Price Agreement or State Price Agreement Schedule posted on the **SOURCING**Colorado section of our website (consolidated information including schedule for renewal, and schedule for new solicitations). If a solicitation is open for the category you are inquiring about, the Strategic Sourcing Specialist may be limited on the information they can provide. Make sure you are registered on **ColoradoVSS** and select the proper commodity codes to be notified when the solicitation goes out to bid (non-cooperative agreement). Vendors submit a response (following the detailed instructions and requirements provided in the solicitation). Awards are made to a vendor or a group of vendors based on the most advantageous response. Awards are typically for 1 year with options to renew yearly for up to four years. Agreements normally run their full term (five years or less). However, there are circumstances where Agreements may terminate before their term expires. If the Price Agreement is part of a cooperative agreement (WSCA / NASPO), talk to the Strategic Sourcing Specialist for more information on how to participate when the solicitation is posted on the participating state's website.

STEP 2 | REGISTER

Register on ColoradoVSS *www.colorado.gov/vss*

Registration
Most Agencies are posting solicitations on **ColoradoVSS**. To be notified of bid opportunities for CDOT, CU and other Institutions of Higher Education you will need to register on other websites (see below). In most cases, Agencies and Institutions require suppliers responding to solicitations to be registered on the website where the solicitation is posted. Agencies and Institutions are not required to notify bidders outside of posting their solicitations on their chosen website**.** This may serve as the only notification of the solicitation. Registration on a solicitation website is not considered to be a preferred vendor list.

ColoradoVSS
Complete details of solicitations for participating Agencies and Institutions are public view and do not require registration on **ColoradoVSS**. If the goods you typically offer are over $10,000 and the services you offer are over $25,000 we recommend registering on **ColoradoVSS**. There is no cost to register on this website. Registered suppliers are able to receive email notifications when a solicitation is published in a category of interest (by selecting the appropriate NIGP service or commodity codes). Suppliers are encouraged to be broad in their category selection to maximize their opportunity for email notifications. Although email notifications work for most solicitations, we recommend checking **ColoradoVSS** regularly to ensure no opportunities are missed.

Other Websites to Consider Registering

- Colorado Department of Transpiration (CDOT) Business Center for goods, services, bridge and highway construction.
- University of Colorado (CU) Sourcing Website
- Rocky Mountain E-Purchasing System for various Institutions and Local Government

The State Purchasing Office does not manage any of the above three websites. Please refer to the posting authority for more information.

Registration Maintenance
Always keep your information current. Your record should be updated should you have any changes of personnel, business location, etc. Maintaining your registration record with appropriate contact information (including e-mail) ensures opportunities are not missed.

STEP 3 | ACCESS

Access Procurement Markets

Respond to a Solicitation
Follow all the instructions on the solicitation to ensure your bid is eligible for consideration. Do not assume those who evaluate your response have knowledge of the goods or services that you are selling. Provide as much information as possible. Create a proposal that is easy to read and contains a response to all the requirements in the bid. Careful attention should be given to terms such as; must, required, need, prerequisite, etc. as these are requirements. Submittals that do not meet the criteria in the solicitation are considered "non-responsive" and are not considered eligible for award. Terms such as; may, might, can, preferred, etc. are not requirements. Agency contact information is on the solicitation and any questions regarding open solicitations should be directed to the person listed on the solicitation.

Attend Events where Procurement Professionals will be Attending
Look for events on our website www.colorado.gov/spo where procurement professionals will be present. This is an excellent way to meet face to face with procurement professionals and discuss both discretionary and competitive bid opportunities.

Use Contact Information www.colorado.gov/spo
The State Purchasing Office's website has Procurement contact information for:

- ***Agencies & Institutions under the Procurement Code***
- ***Opt out Institutions*** - (Institutions who have Opted out of the Procurement Code)
- ***Local Governments*** - Local Governments do not utilize our solicitation website (**ColoradoVSS**). Talking directly with Local Governments or visiting their procurement websites will help you best understand how they procure their goods and services.
- ***K-12*** – In the "Resources - Local Purchasing Associations" section of this guide you will find information on the Cooperative Educational Purchasing Council (CEPC). There is a link on our website that will take you to CEPC's website where procurement contacts are listed.

While procurement professionals may not be the decision maker in purchasing your goods or services, they may be able to provide you with information to help guide you to the right person. There are also other lists available (Human Resources Directors, Facilities Managers, etc.) that you may use as well. When making contact with potential buyers, seek to understand their needs and how your product can be a solution. Ask how they select vendors for discretionary purchases and ask them to tell you about future competitive procurement opportunities that align with your goods or services.

Awarded Price Agreements Suppliers
If your company has been awarded a Price Agreement, in addition to contacting Agencies, and Institutions, you may contact Local Governments and Certified Nonprofits to make them aware of your Price Agreement. Nonprofits who receive Federal, State or Local funding, are registered with the I.R.S. as a 501(c)3, and in good standing with the Colorado Secretary of State are eligible to be a Certified Purchasing Unit (able to purchase from State Price Agreements). Certified Nonprofits are assigned a NP number by the State Purchasing Office. If a qualified nonprofit you are working with does not have an NP number, direct them to the **SOURCING**Colorado section of our website; www.colorado.gov/spo or have the nonprofit contact the State Purchasing Office for more information. Price Agreement holders negotiate payment terms directly with Certified Nonprofits.

PURCHASING TERMINOLOGIES

The following terms are commonly associated with procurement activities

The State Purchasing Community uses some words, acronyms and terminologies that may not easily be understood. The Official Colorado Revised Statute (C.R.S.) / Procurement Code and Procurement Rules are on the Secretary of State's website. Links are available on the Procurement Resources page on our website. Definitions can also be found in the Procurement Code.

Best Value – Typically this term is used for IFBs in Procurement Code and Procurement Rules. For RFPs the term "advantageous" is used. In Procurement Code defines advantageous as: "A judgmental assessment of what is in the State's best interest."

Bid Opening – The formal process in which sealed bids are opened, usually in the presence of one or more witnesses, at the time and place specified in the IFB. Bid Openings are public events at which the names of the bidders responding to a Bid Solicitation and prices of the Bidders are read aloud and recorded. The written record is available for public inspection upon request.

Colorado Revised Statutes (C.R.S.) – These laws are created by the Colorado State Legislature and are the backbone of Colorado's State Purchasing Office and direct the procurement function for State Agencies under the Procurement Code.

Cooperative Agreement – Combining two or more governmental purchasing units to a purchasing agreement to receive a better advantage of volume purchases and reduce administrative expenses.

Discretionary Spending – Procurements for goods over $10,000 and services over $25,000 have to be solicited through a competitive process. Procurements under this threshold may be solicited directly through a supplier and is referred to as discretionary spending.

Documented Quote (DQ) – Under Procurement Rules 24-103-204-03 DQs may be used for informal solicitations of specific goods or services: commodities costing between $10,000 and $150,000; services costing between $25,000 and $150,000; and construction projects between $25,000 and $150,000. DQs greater than $10,000 must be solicited by purchasing staff and require detailed specifications and/or statements of work (SOW). Supplier selection must be based on which acceptable response is most advantageous to the State, price/cost being the primary consideration.

Fiscal Rules – Administrative rules created by the State Controller pursuant to C.R.S. 24-30-202, which have the force and effect of law and apply to State contracts entered into by State Agencies and Institutions of Higher Education.

Good(s) – Items purchased or available for purchase other than real property or services. Defined under the UCC as "a transportable article of trade or commerce that can be bartered or sold." Associated words/concepts: noun, assets, durables, items, materials, stock, supplies, things for sale. Any item of merchandise, raw materials or finished goods; inventoriable items or assets of any kind, including supplies and items in the process of production.

Institutions of Higher Education (IHEs) – The State has 27 public institutions of higher education: 12 four-year public institutions and 15 two-year institutions. Associated words/concepts: State Fiscal Rules (F.R.) 3-1 defines an IHE as a public college, community college or university established as part of the State.

Invitation for Bid (IFB) – Formal requests to prospective bidders soliciting price quotations or bids. IFBs contain, or incorporate by reference, the specifications of the statement of work (SOW) and all contractual terms and conditions. Associated words/concepts: procurement process used when the requirements are clearly defined, negotiations are not necessary and price is the major determining factor for selection. IFBs use the Competitive Sealed Bidding method. The IFB is only a Solicitation. It does not qualify as an offer since the State will review bids and select a supplier prior to entering into a binding contract.

Lowest Responsible Bidder – Typically this is the lowest responsive and responsible bidder and this term usually applies only to IFBs. DQs and RFPs have factors in addition to price but are not usually weighted high for pricing.

Non-responsive – This is the term used when a bid submission does not meet the requirements set forth in the solicitation.

Procurement vs. Purchasing – Procurement properly describes the process of acquiring goods or services (strategic sourcing, bid solicitations, etc.) while purchasing relates more to the activity of the transaction.

Procurement Code – This is the section of the Colorado Revised Statute dictates the procurement activities for State Purchasing Units. Purchasing activities excluded from Procurement Code can be found in C.R. S. 24-101-105.

Procurement Rules – Rules are the practical interpretation of how to follow procurement code.

Request for Information (RFI) - A general invitation to suppliers requesting information for a potential future solicitation. RFIs are typically used during the project planning phase where the State cannot clearly identify product requirements, specifications and purchase options. RFIs must clearly indicate that award of a contract will not automatically follow.

Request for Proposal (RFP) – Document used in sealed-bid procurement procedures through which a buyer advises potential bidders of: the statement and statement of work; specifications, schedules or timelines, procured, general criteria used in evaluation procedure, special contractual requirements, technical goals, instructions for preparation of technical, management, and/or cost proposals. RFPs are publically advertised and bidders respond with a detailed proposal, not just a price quote. They provide for negotiations after sealed proposals are opened, and contracts may not necessarily be awarded to the lowest bidder.

Request for Qualifications (RFQ) – A solicitation document requesting submittal of qualifications or specialized expertise in response to the scope of services required. Pricing is not solicited with RFQs. Document issued prior to RFPs typically describing projects in enough detail to let potential bidders determine if they wish to compete, and forms the basis for requesting qualifications submissions in a two-phase or prequalification process. Used most often with construction projects.

Request for Quote (RFQ) – An informal solicitation document requesting pricing on small dollar purchases. Associated words/concepts: document used in soliciting price and delivery quotes meeting minimum quality specifications for a specific quantity of goods and/or services. RFQs are usually not advertised publicly, and are used commonly for: standard, off-the-shelf items, items built to know specifications, items required in small quantities, or items whose purchase price falls below sealed-bidding thresholds. Bidders respond to a RFQs with firm quotations, and an award is generally made to the lowest-priced quote.

Resident Bidder - A person, partnership, corporation, or joint venture which is authorized to transact business in Colorado and which maintains its principal place of business in Colorado; or a person, partnership, corporation, or joint venture which: is authorized to transact business in Colorado; maintains a place of business in Colorado; and has paid Colorado unemployment compensation taxes in at least six of the eight quarters immediately prior to bidding on a contract.

Responsive Bidder – Responsible bidders whose bids are determined to be in substantial conformance with the conditions, completion or delivery requirements, and specifications detailed in the IFB, RFP, RFQ, etc.

Service(s) – The furnishing of labor by a supplier which may include the delivery of a tangible end product. If services and goods are combined, e.g. copier delivery, the test is whether labor or goods is the primary factor (decide which is incidental to the other). In the case of copier, the labor to deliver the copier is incidental to the copier purchase, making it a goods contract. Associated words/concepts: defines an intangible commodity in the form of human effort, such as labor, skill, expertise or advice.

Sole Source – Sole source procurements are justified when there is only one good or service that can reasonably meet the need and there is only one vendor who can provide the good or service. (C.R.S. 24-103-205)

Solicitation(s) – A document requesting submittal of bids or proposals in accordance with the advertised specifications. Associated words/concepts: the act or an instance of requesting or seeking to obtain something. Unlike an offer, a solicitation is not unequivocal offer to enter into a binding agreement.

Statement of Work (SOW) – A detailed description of the work suppliers are to perform. Contractual provisions defining the parties' respective obligations. Often SOWs cover such terms as inspection and acceptance, quality-assurance requirements, packing and marking, data requirements, and training. Associated words/concepts: generally, there are two types of specifications in SOWs: performance specifications establishing minimum requirements for goods or services and design specifications establishing the methods to be used in meeting those minimum requirements.

PREFERENCES IN PROCUREMENT

PRODUCT SERVICE	PREFERENCE / SOURCE	REFERENCE IN COLORADO REVISED STATUTES (CRS) PROCUREMENT RULES (R)
Agricultural	Preference for Colorado agriculture products	C.R.S. 8-18-103
Disability Set Aside / Service Set Aside List	Services Set Aside list (comprised of nonprofits with at least 75% employment of persons with severe disabilities and minimum of 20% persons with severe developmental disabilities) must be solicited the Services Set Aside List first	C.R.S. 24-103-801
Emergency Procurement	Waiver of Procurement Rules may be granted - when threat to public health, welfare, or safety under emergency conditions exist	C.R.S 24-103-206
Environmentally Preferred Products (EPP)	May grant a 5% preference or award based on reduced total cost of ownership	C.R.S 24-103-207.5
Office Furniture / Office Systems	Colorado Correctional Industries – Must supply goods or Agency must request a waiver	C.R.S 17-24-111(1)(a)
Information Technology (IT) Related Products & Services	Governor's Office of Information Technology – Acquisition of IT products and services go through this office	C.R.S 24-37.5-101 et seq.
Printing	Printing services shall be purchased from Colorado Correctional Industries unless an Agency operates its own printing facility	C.R.S. 17-24-111
Printing, document management, mail-related services, microfilm, graphic arts, fleet management	Division of Central Services, Integrated Document Solutions - - Services provided for Agencies and available to Institutions	C.R.S. 24-30-1104
Professional Services	Exempt from Procurement Code; architecture and design, engineering, professional land surveying, landscape architecture and industrial hygiene.	C.R.S. 24-30-1402
Recycled Paper	Goal of 50% post consumer waste / recycled paper and paper products	C.R.S. 24-103-207
Resident Bidder Preference	Resident bidder receives preference in a low tie bid. Comparable percentage disadvantage will be applied to the bid of that nonresident bidder	C.R.S. 24-103-202.5 C.R.S. 8-19-104
Service Disabled Veteran Owned Small Business (SDVOSB)	Allows for a preference in using Service Disabled Veteran Owned Small Business certified through the U.S. Department of Veterans Affairs with Colorado locations	C.R.S. 24-103-211
Sole Source Procurement	Waiver may be granted if there is only one solution for a supply, service, or construction item	C.R.S. 24-103-205
Tie Bids	Resident bidder received preference over a non-resident bidder	C.R.S. 24-103-202.5
Various Goods & Services	State Price Agreements; available at www.colorado.gov/bids	C.R.S. 24-102-202 R 24-102-202-01
Vender Prequalification List	Purchasing Directors at Agencies may determine procedures for specific solicitations	R 24-103-402-01

Find Procurement Code (C.R.S.) & Rule (R)

The official (current & updated) Procurement Code can be located on the Colorado Secretary of State's website (www.sos.state.co.us) under the Administrative Rules of State Agencies section. Procurement Rules can be found on the same site, under Code of Colorado Regulations section; 1 CCR 101-9.

PURCHASING DETAIL BY AGENCY

Dollar Limits for Vendor Selection Authority by Delegation – *for Goods & Services*

SOURCING METHOD	GOODS	SERVICES
Price Agreements	Up to Limit of Agreement, for items covered by the Agreement	Up to Limit of Agreement, for items covered by the Agreement
Discretionary Purchases	< $10,000	< $25,000
Documented Quote (DQ)	< $150,000	< $150,000
Invitations for Bid (IFB) **Competitive Sealed Bid**	> $150,000	> $150,000
Best Value Bid **Request for Proposal (RFP)**	> $150,000 Group I – Not Authorized	> $150,000 Group I – Not Authorized
Sole Source	No Dollar Limit Group I – Not Authorized	No Dollar Limit Group I – Not Authorized
Emergency	To Scope of Emergency	To Scope of Emergency

Group I Delegated Agencies under the Procurement Code – *Goods & Services*

Department of Agriculture	Department of Education	Governor's Office

Group II Delegated Agencies under the Procurement Code – *Goods & Services*

Department of Corrections	Department of Health Care Policy & Financing	Department of Human Services
Institutions of Higher Education	Governor's Office of Information Technology	Department of Labor and Employment
Department of Military and Veterans Affairs	Department of Natural Resources	Department of Personnel & Administration
Department of Public Health and Environment	Department of Public Safety	Department of Regulatory Agencies
Department of Revenue	Department of Transportation	Department of Local Affairs

Exclusions from the Procurement Code

Executive Branch and Elected Officials and Offices; Governor's Office, Lieutenant Governor's Office, Treasurer's Office, Attorney General's Office, and the Secretary of State's Office
Legislative Branch; Senate, House of Representatives, Legislative Council, Legislative Legal Services, Office of the State Auditor, and the Joint Budget committee
Judicial Branch; State District & County Trial Courts, State Court Administrator's Office, Colorado State Supreme Court, State Probation Services, Colorado State Court of Appeals
Some Institutions, (commonly known as Opt outs) have chosen not to follow the Procurement Code and follow their own rules for procurement. Refer to the Purchasing Directors list on our website for a complete listing of all Institutions and to find out if they follow the Procurement Code.
Revenue producing or no public funds paid (e.g., free samples)
Items bought for resale: Bookstore, Museum gift shop, etc.
Intergovernmental contracts between Federal, State or Local Government
Vendor specifically named in a **grant award**
Grant distributions (Federal pass-through only)
Professional services provided by Architects, Industrial Hygienist, Engineers, Landscape Architects, and Land Surveyors (CRS 24-30-1401 – 24-30-1408) are all excluded from the Procurement Code. For a complete listing of exclusions from the Procurement Code refer to CRS 24-101-105.

RESOURCES | STATE OF COLORADO

PROCUREMENTColorado - *State Purchasing and Contracts Office*

Department of Personnel & Administration
Office of the State Controller
State Purchasing and Contracts Office
1525 Sherman Street, 3rd Floor
Denver, CO 80203
(303) 866-6100
www.colorado.gov/spo

The State Purchasing and Contracts Office provides strategic vision, leadership and education for State procurement. The State Purchasing and Contracts Office is responsible for creating and administering procurement rules based on the Procurement Code in the Colorado Revised Statutes, negotiates and implements Statewide Price Agreements, conducts procurement services for non-delegated State Agencies and hears final bid protest appeals.

Colorado Department of Local Affairs

1313 Sherman Street, Room 518
Denver, CO 80203
(303) 866-2771
www.dola.colorado.gov

The Department of Local Affairs works with communities throughout Colorado. You can access their website to find Local Government Information under the Division of Local Government to find listings for Political Subdivisions.

Colorado Department of Transportation (CDOT)

4201 East Arkansas Avenue
Denver, CO 80222
(303) 757-9236
www.codot.gov/business

Colorado Department of Transportation is responsible for all new construction and maintenance of the State transportation system. Check out their website for opportunities for suppliers to do business with CDOT.

Colorado Governor's Office of Information Technology (OIT)

Procurement and Vendor Services Office
601 East 18th Avenue, Suite 180
Denver, CO 80203
(303) 764-7700
www.oit.state.co.us/financial/procurement

The Governor's Office of Information Technology (OIT) is responsible for the operation and delivery of information technology products and services for all Executive Branch agencies in the State of Colorado.

Colorado Office of Economic Development and International Trade (OEDIT)

Minority Business Office
1625 Broadway Street, Suite 2700
Denver, CO 80202
(303) 892-3840
www.advancecolorado.com

The Colorado Office of Economic Development and International Trade (OEDIT), Minority Business Office works with statewide partners to create a positive business climate by providing financial and technical support for Colorado Minority Businesses.

Colorado Office of the State Architect (OSA)

Office of the State Architect
1525 Sherman
Denver, CO 80203
(303) 866-3158
www.colorado.gov/osa

The Office of the State Architect is responsible for State funded capital construction projects, prioritization and recommendation of controlled maintenance, setting code policy and compliance for all state-owned buildings and provides oversight for leasing and real estate transactions.

Colorado Secretary of State

1700 Broadway
Denver, CO 80290
(303) 894-2200
1-855-428-3555 (toll free)
www.sos.state.co.us

The Colorado Secretary of State's Office is where businesses go to register their business, trade names, and trademarks with the State of Colorado.

LINKED ON OUR WEBSITE:

Governor's Office of State Planning and Budgeting, State Government Organizational Chart, State Agency Directory and Application for use of the Colorado Brand

RESOURCES | BUSINESS ASSISTANCE

Colorado Procurement Technical Assistance Center (PTAC) Headquarters

1675 Garden of the Gods Road, Suite 1107
Colorado Springs, CO 80907
(719) 667-3845
www.coloradoptac.org

Colorado PTAC provides technical procurement assistance to help businesses sell goods and services to the appropriate government agency by offering confidential no cost counseling. The foundation of PTAC's procurement assistance program is counseling and education.

Colorado Unified Certification Program

www.coloradodbe.org

The Colorado Unified Certification Program (UPC) was established to facilitate statewide Disadvantaged Business Enterprise (DBE) certification. Through registration with the UCP, suppliers can be certified to do business with CDOT, City and County of Denver, Denver International Airport and other Agencies. The State Purchasing Office does not require a supplier to be registered through the UPC.

CONNECT2DOT

1625 Broadway, Suite 2700
Denver, CO 80202
(720) 624-6728
www.denversbdc.org/programs/connect2dot

CONNECT2DOT is a statewide program designed to help small businesses in the transportation industry become more competitive and successful in bidding and contracting with the Colorado Department of Transportation (CDOT). As part of the Denver Metro Small Business Development Center (SBDC), CONNECT2DOT offers free consulting, training, events and technical support services tailored to contractors and professional design, architecture and engineering firms. This program is for start-up and experienced businesses.

Denver Public Library

10 West 14th Avenue Parkway
Denver, CO 80204
(720) 865-1111
www.denverlibrary.org

The Denver Public Library can help small businesses with business research and planning.

Denver Small Business Development Centers (SBDC)

1445 Market Street
Denver, CO 80202
(303) 620-8076
www.coloradosbdc.org

The Colorado Small Business Development Center Network (SBDC) helps small businesses throughout Colorado by providing free, confidential counseling and various training programs. The SBDC has several locations throughout Colorado.

Mi Casa Resource Center

360 Acoma Street
Denver, CO 80223
(303) 573-1302
www.micasaresourcecenter.org

Mi Casa Resource Center advances economic success of Latino and working families by expanding opportunities for educational, professional and entrepreneurial advancement. Youth training inspires academic success, leadership, and career exploration. Adults can find assistance in career advancement or business ownership.

SCORE, Denver

721 19th Street, Room 426
Denver, CO 80202
(303) 844-3985
www.denver.score.org

SCORE Denver (a nonprofit partner of the SBA) helps both start up and established businesses by providing free counseling, low cost training, in-depth business checkups and other business-related services. SCORE can help businesses with financing sourcing, business plan writing, and development of sales and marketing strategies. SCORE has offices outside of the Denver Metro area.

RESOURCES | BUSINESS ASSISTANCE *(continued)*

US Small Business Administration (SBA)

721 19th Street Suite 426
Denver, CO 80202
(303) 844-2607
www.sba.gov

The U.S. Small Business Administration provides support for small businesses by providing loans, loan guarantees, contracts, counseling sessions, and other forms of assistance to small businesses. Areas of assistance are primarily through four programmatic functions: business financing, entrepreneurial development, government contracting, and advocacy.

LINKED ON OUR WEBSITE:

VetBiz, U.S. Department of Veterans Affairs – Veteran Business Registration

RESOURCES | LOCAL PURCHASING ASSOCIATIONS

Cooperative Educational Purchasing Council (CEPC)

www.coloradocepc.com

The Cooperative Educational Purchasing Council (CEPC) is comprised of Purchasing Professionals from public school districts throughout the State of Colorado.

Multiple Assembly of Procurement Officials (MAPO)

www.coloradomapo.net

The Multiple Assembly of Procurement Officials (MAPO) mission is to obtain the highest level of value for taxpayers by collectively issuing solicitations for goods and services commonly required by Colorado local government agencies.

Rocky Mountain Governmental Purchasing Association (RMGPA)

www.rmgpa.org

The Rocky Mountain Governmental Purchasing Association (RMGPA) provides their membership with the education, professional development and technical assistance for the highest level of excellence and effectiveness in public purchasing.

RESOURCES | NATIONAL COOPERATIVE ASSOCIATION

National Association of State Procurement Officials (NASPO)

www.naspo.org

As a nonprofit association, NASPO is dedicated to strengthening the procurement community through education, research, and communication. NASPO is an organization through which the member purchasing officials provide leadership in professional public procurement, improve the quality of procurement, exchange information and cooperate to attain greater efficiency, economy, and customer satisfaction.

COLORADO
Office of the State Controller
Department of Personnel
& Administration

State Purchasing and Contracts Office
1525 Sherman Street, 3rd Floor
Denver, CO 80203
www.colorado.gov/spo

Help Desk for **ColoradoVSS** | *303-866-6464* | ***VSSHelp@state.co.us***

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Current revisions to this guide are made available at www.colorado.gov/spo