

TPC's Bid and Award Contract Process

TPC is committed to working with suppliers who provide value, quality and savings to our members. TPC uses a structured process to evaluate and select suppliers. This process includes, but is not limited to:

Assessing member needs

Agreements with suppliers are signed to assist our members in identifying and addressing critical issues. Our methods for keeping in touch with these needs are:

- Member task forces
- Direct input from our members
- Periodic needs assessments
- Targeted market research

Researching the market

Research is conducted to understand the market dynamics and innovative trends. This research is comprised of:

- Market size
- Growth rate
- Profitability
- Current member participation and satisfaction
- Competitors
- Competitive trends and regulatory issues

Requesting information from potential suppliers

A request for information (RFI) may or may not precede the RFP process at TPC's discretion dependent on category.

Based on market research, input from members and periodic support of consultants, an RFI is created and sent to potential suppliers. The RFI is used to explain:

- TPC
- Business needs
- Selection process

The RFI is used to gather facts about each potential supplier's:

- Finances
- Service/product offerings
- Operations
- Technology
- Management
- Track record with customers

Performing due diligence

Based on the RFI criteria, due diligence is conducted with potential suppliers. This process includes:

- Request for proposal (RFP)
- Potential supplier presentations
- Customer references
- Site visits

Selecting the supplier(s)

Using the due diligence information, each potential supplier is evaluated based on the following criteria:

- Member value
- Cultural fit
- Product or service quality
- Financial viability
- Management
- Innovation

Negotiating the contract

Contract goals are outlined as follows:

- Sole source vs. dual or multi source
- Member value
- Scope of services
- Terms
- Performance measures

All suppliers included in the RFP process are notified of the bid outcome. The selected supplier(s) is notified to negotiate and finalize contract terms.

Announcing the agreement(s)

Once the contract(s) is signed, the rollout process to TPC members begins. This process includes:

- Summary of the selection process and criteria
- Scorecard with measures to track supplier performance
- Staff education
- Communication to the members