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|  | FORMAL REQUEST FOR PROPOSAL (RFP) | Approval Date 11/01/12 |
| | DIVISION AND POLICY NUMBER PURCHASING – 1070 | Revision Date N/A |

PURPOSE:

The purpose of this policy is to establish and define the conditions where a formal Request For Proposal (RFP) is required to maximize open and fair competition between vendors while assuring the best possible product or service at the best price.

ELECTED OFFICIALS/DEPARTMENTS AFFECTED: All

POLICY:

The Adams County Board of County Commissioners (BOCC) requires a formal RFP for all goods and/or annual services to be purchased by Adams County in excess of the individual approval limits of Elected Officials and Department Directors as established in [Policy #1010](#).

A formal RFP is used when the desired outcome is well defined and Adams County is asking for the vendor to develop a solution to a specific project, or provide a final product that will meet the needs of Adams County. It is also used when Adams County is considering other factors in addition to cost for the service or product.

The BOCC shall take into consideration the recommendation of the evaluation committee and shall not be bound to select the supplier submitting the lowest dollar proposal. The BOCC retains the right to make its selection after consideration of any and all other factors it deems appropriate to the proposed purchase; the BOCC may also reject all proposals should it be determined to be in the best interested of Adams County.

If proposals are deemed equal, the condition is referred to as a tie proposal. In this situation the BOCC may choose to award the proposal according to but not limited to the following criteria: business location within the boundaries of Adams County, past business history with Adams County Government, and businesses located within Colorado. Each of the aforementioned criteria can stand alone or be considered collectively.

EXCEPTIONS:

Unless otherwise prohibited by State or Federal law or these Policies and Procedures the BOCC does not require a formal proposal under any one of the following circumstances:

1. When the item(s) or service has been formally awarded to a vendor by the State of Colorado, MAPO, or other cooperative purchasing groups and the product meets the needs of Adams County.
2. The item or service may be single sourced when the product or service is of a unique nature, or allows for standardization with existing equipment and shall provide exceptional value to Adams County, see [Policy #1080](#).
3. Emergency purchases where the health, safety, or well being of the citizens, employees or county property may be endangered if the purchase is delayed, see [Policy #1015](#).
4. Where Adams County currently has a contract in place with a vendor for like products or services. Use of this exception requires the approval of the appropriate Elected Official or Department Director and the Purchasing Manager as well as Adams County Manager or BOCC when required by dollar limits in [Policy #1010](#).

PROCEDURE:

1. The requesting Department is to submit a requisition in the JDE system in accordance with established procedures [..\JDE Rollout\SSReq_Requestor User Manual.doc](#). The Purchasing Division has the sole authorization to Award to the winner a Purchase Order or Contract as required.
2. The Purchasing Manager shall assign one of the Purchasing Division staff to assist the requesting Elected Official / Department to:
 - 2.1. Aid in the development and review of the specifications or scope of work for the RFP
 - 2.2. Develop the advertisement for the newspaper or publication
 - 2.3. Determine if a Bid Bond is required.
 - 2.4. Determine if a Performance and Material Payment Bond is Required
 - 2.5. Determine what insurances: general liability, workers compensation, professional liability, etc. and what level of insurance coverage is desired in conjunction with Risk Management and the Adams County Attorney,
 - 2.6. Develop the proposal vendors List
 - 2.7. Distribute the RFP
 - 2.8. Aid in the evaluation of the responses
 - 2.9. Award a Purchase Order and/or a Contract or an Agreement, as required.
3. Once the RFP document is completed the requesting Elected Official or Department Director or their designee must sign off on the completed document before it can be sent out to the vendors. The Purchasing Division staff shall then:
 - 3.1. Posts the package to the Rocky Mountain E-Purchasing System and newspapers where applicable; obtain as many proposals as possible.
 - 3.2. Prepare the proposal packets including:
 - 3.2.1. The RFP
 - 3.2.2. The Scope of Work or specifications and plans that details Adams County's situation and the desired final outcome.
 - 3.2.3. Special provisions
 - 3.2.4. Insurance requirements
 - 3.2.5. Date, time, and Location of pre-proposal conference, if required

- 3.2.6. Date and time when questions must be submitted in writing to be included in any addendum.
 - 3.2.7. Opening date and time when responses must be delivered to Adams County.
4. Pre-proposal conference – the Purchasing Division staff shall:
 - 4.1. Coordinate all pre-proposal conferences to record the attendees
 - 4.2. Note any issues which require explanation
 - 4.3. Develop and distribute to all vendors any addenda to the proposal document
5. RFP opening – the Purchasing Division staff shall assure:
 - 5.1. Acceptance of all sealed proposals up to the time of proposal opening; noting the time and date the proposal was delivered on the outside of the sealed package. No proposals shall be opened prior to the time and date specified in the RFP.
 - 5.2. All proposals submitted after the time stipulated in the RFP shall not be opened and shall be returned to the sender with a letter stating that the proposal was submitted late and shall not be considered.
 - 5.3. All proposals shall be opened in a public setting with the Purchasing Division staff stating the vendor’s name only. A second Purchasing Division staff member shall be present to record and witness the opening of all the proposals.
 - 5.4. The names of submitting vendors shall be made available to all the parties attending the opening upon request.
 - 5.5. Copies of all the proposals including all appropriate attachments shall be forwarded to the requesting Elected Official/Department for their review and evaluation. The recommendation is to be sent to the Purchasing Division for processing through Adams County Manager or the BOCC depending on the approval required per [Policy #1010](#).
 - 5.6. The Purchasing Division shall be involved in the review process and shall review the recommendation to assure the award is given to the vendor providing the best solution at the best price.
6. When processing the recommendation – The Purchasing Division staff shall:
 - 6.1. Prepare the package to be presented to Adams County Manager or the BOCC including:
 - 6.1.1. The resolution, where required
 - 6.1.2. Summation of the evaluation
 - 6.1.3. Supportive documentation when needed
 - 6.2. When BOCC approval is required arrange for the package to be placed on the BOCC agenda for public hearing as soon as possible
 - 6.3. Send an electronic copy of the proposal packet and Board resolution to the BOCC for agenda items. Inform the requesting Department of the date and time when the BOCC shall review the recommendation in public hearing.
 - 6.4. E-mail a copy of the Resolution with all supporting documents to all submitting companies informing them as to the Date and Time when the Resolution will be presented in public hearing. This gives any vendor the opportunity to file a protest, see [Policy #1075](#).
7. Contract/Agreement Administration if needed – The Purchasing Division staff shall:
 - 7.1. Prepare the contract and forward it to the Adams County Attorney for preliminary review and sign as approved to form.

- 7.2. When required by [Policy #1010](#) forward two originals to the BOCC for final signature by the Chair of the BOCC. Two originals are returned to Purchasing Division.
- 7.3. Purchasing Division sends one fully executed Agreement to the awarded vendor along with a Purchase Order and retains one original of the Contract for Finance's files and will then forward a copy to the end user.
- 7.4. The Purchasing Division shall maintain a database of contract information that will include a copy of the Agreement and including, but not limited to: supplier, sign date, renewal date if applicable, insurance certificate received date, and bond information.
- 7.5. After editing the document, per the Adams County Attorney, two (2) originals are sent to the vendor for signature. Both originals are returned with any bonds and insurance certificates that are required.
- 7.6. Follow-up with the requesting Department:
 - 7.6.1. Within six months Purchasing Division shall follow up with the requesting Department to find out if the vendor is complying with the terms of the Agreement in a satisfactory manner.
 - 7.6.2. If there are problems with the vendor's performance Purchasing Division shall seek corrective action from the vendor including documenting all problems in a letter to be sent to the vendor copying the Adams County Attorney.
 - 7.6.3. If there is no resolution to the problem the issue shall be referred to the Adams County Attorney for legal action.
8. Bid Close – The Purchasing Division staff shall:
 - 8.1. Notify all the vendors that were not selected.
 - 8.2. Enter the Agreement into the Purchasing Division database.