

	REQUEST FOR PROPOSAL EVALUATION AND BEST AND FINAL OFFERS	Approval Date 11/14/12
	DIVISION AND POLICY NUMBER PURCHASING - 1078	Revision Date N/A

PURPOSE:

To establish the requirement and the process for evaluation of responses to formal Request for Proposals (RFP) that are greater than the approval authority of Elected Officials and Department Directors, see [Policy #1010](#).

ELECTED OFFICIALS/DEPARTMENTS AFFECTED: All

POLICY:

The RFP evaluation process for all proposals as defined above shall be conducted as an objective process that requires a committee to evaluate all proposals on the specific criteria in the RFP. Complete confidentiality is an ethical and legal requirement, and is vital to fair and equitable evaluation. During the entire RFP process, the Purchasing Division staff serves as the sole contact for vendors and provides all RFP procedures and communication. Technical issues will be addressed by the appropriate Purchasing Division staff and relayed to vendors by the Purchasing Division staff. After proposals are submitted, all vendor contact shall be made through the Purchasing Division staff. Vendor proposal details, results and other evaluation proceedings shall be kept confidential at all times during the RFP and evaluation process. After a contract has been executed with the selected vendor, all information pertaining to the selection process (with the exception of confidential and proprietary information contained within a vendor’s proposal, labeled as such by the vendor, and deemed confidential and proprietary by the Adams County Attorney’s Office) shall be made available to the public for inspection in accordance with the Colorado Open Records Act (C.R.S. 24-72-203 and 24-72-204). Such information shall be provided to the requesting party upon receipt of a proper written inquiry under the act. Any inquiries under this act should be filed with the evaluation documentation for the proposal in question.

PROCEDURE:

Evaluation committee members will be selected by the end user and the Purchasing Division staff. It is recommended that committees should consist of at least one (1) member that is not part of the end user’s responsibilities and a Purchasing Division staff member when the process is new to the end user or when scheduling permits; beyond that it will be a joint effort to select the remaining committee members.

Committee members shall score each proposal individually and independently. However, group discussions by the Purchasing Division staff only, are encouraged to discuss technical views to arrive at a better understanding of technical proposals during the evaluation process. The results of the scoring by the Evaluation Committee shall be totaled to determine the overall highest rated proposal. Any and all proposal owners determined to be within the competitive range may be given an opportunity to interview.

Best and Final Offers may be requested at the conclusion of discussions if deemed necessary.

All Offerors, upon request, may schedule a debriefing with the Purchasing Division staff after the award.

COMPETITIVE RANGE DETERMINATION

The Evaluation Committee, through the Purchasing Division staff, shall determine which proposals' scores are in the competitive range for the purpose of conducting written or oral discussions/interviews. The competitive range shall be determined on the basis of criteria stated in the RFP which may include, but is not limited to, the following:

1. The ability of the offeror to provide the services within the time specified.
2. The reputation, experience and efficiency of the offerors.
3. The comparative quality of the services bid.
4. The offeror's past performance in compliance with laws and ordinances.
5. The sufficiency of the financial resources of the offeror to perform the contract or provide the services.
6. The quality, availability and adaptability of the services to the particular use required.
7. The ability of the proposal owner to provide future maintenance and service.
8. The number and scope of conditions attached to the bid.
9. The quality of proposal owners' performance on previous contracts.
10. The total cost of the proposal
11. To assure transparency in the evaluation process all evaluators shall complete the "Conflict of Interest Form". See [Appendix K](#)

The determination shall include all proposals that have a reasonable chance of being selected for award. When there is doubt as to whether a proposal is in fact within the competitive range, the proposal shall be included.

WRITTEN CLARIFICATIONS OR INTERVIEWS

If a contract award cannot be made on initial offers as submitted, the evaluation committee, through the Purchasing Division staff, may request written clarifications or interviews with all responsible proposal owners within the competitive range. The following guidelines may be used:

1. Attempt to resolve or clarify any uncertainties concerning their proposal.
2. Resolve any suspected mistakes.

3. Provide the offeror a reasonable opportunity to discuss past performance information obtained from references. Names of individuals providing references shall not be disclosed.
4. The purpose of discussions is not to help an offeror owner to bring a proposal up to the level of others.

Auction techniques shall not be used. It is permissible to inform an offeror that the proposed prices exceed the budget for the project.

BEST AND FINAL OFFERS

Upon completion of discussions, the Evaluation Committee may issue to all offerors still within the competitive range a request for Best and Final Offers. Best and Final offers shall be requested in writing. The request shall include:

1. Notice that discussions are concluded.
2. Notice that this is an opportunity to submit a best and final offer.
3. A due date for submission of the Best and Final Offer.

After receipt and analysis of Best and Final Offers, the Evaluation Committee shall recommend to the end user which offeror is most advantageous to Adams County, considering price and the other factors included in the RFP.

Note: Proposal owners should be reminded that Best and Final Offers are not mandatory. They are only an opportunity to clarify, if necessary. If they choose not to submit a Best and Final Offer then their original proposal as submitted will be considered.

If the decision by the End user is in agreement with the Evaluation Committee then the Purchasing Division staff shall proceed with the placement with the proposal owner in accordance with [Policy #1070](#) and [Policy #1010](#).

When the decision of the End user deviates from that of the evaluation committee's recommendation the reasoning for such deviation shall be formally documented by the End user and included in the official Purchasing Division file. In cases where the deviation involves contracts greater than \$250,000 the documentation shall be forwarded to Adams County's Independent Ethics Officer for review prior to proceeding with the purchasing process.

CONFLICT OF INTEREST:

All members of evaluation committees must complete and submit a Conflict of Interest Form. See [Appendix K](#).

EXCEPTIONS:

There are no defined exceptions to this Policy.