



Procurement

Request for Proposal (RFP) Process & BOCC Review



BOCC Motion

- Review the Procurement process to look at opportunities to improve the orientation of the RFP process.
- Review of the oral versus written process and how the proposals are scored.
- Review the grievance process timelines and steps for a grievance.
- Decide if there are things that can be done to make improvements.



RFP Procurement

- Stewardship of the process:
 - Foster effective broad-based competition
 - To ensure the fair and equitable treatment of all persons participating in the county's procurement process
 - Best value to County Citizens
 - Industry standard best practices for Public Procurement



Reviewing the Process

- Department
 - Scope Creation and Request
- Procurement
 - RFP Solicitation Process
- BOCC & Contracts
 - Award and Contract Creation



Scope Creation and RFP Request (Department)



Scope Creation

- Department Research & Knowledge
- Annual A&E or Professional Services Development
- Local Participation / Community Feedback
- BOCC Intent / Direction
- Budget Approval / Appropriations
- Determine Deliverables / Expectations



Evaluation Team Memo

- County Manager Approval or Designee
 - County Employees
- County Manager must Approve
 - Citizens* (Department selected)
 - Experts* (Consultants/ Subject Matter Experts,
Other Government Evaluators)



RFP Request Software Entry

- OpenGov Intake
 - Predetermined Questions
 - Required Information
 - Scope
 - Budget
 - Federal Requirement/Grant Requirement
 - Document Upload
 - Plans/Specs/Grants Needs/Sample Agreement



RFP Solicitation Process (Procurement)



RFP Solicitation Draft

- Review Intake Request
- RFP Sections
 - Solicitation Requirements
 - Terms and Conditions
 - Scope of Service
 - Evaluation Criteria
 - Submittal Requirements
 - Sample Agreement



Solicitation Requirements

- Due Dates
- Pre-Proposal Meeting
- Attachments
- Government Minimum Wage
- Small Business Enterprise
- Volume of Work
- Location Preference
- Award/Grant Expectations
- Deliverables



Terms & Conditions

- Indemnification
- E-Verify
- Payments
- Collusion
- Conflicts of Interest
- State Statute Requirements



Scope of Service

- Details of the Project
- Requirements
- Deliverables
- Plans/Specifications



Evaluation Criteria

- Standardized Criteria
 - Department has ability to edit standardize requirements before release
- Established Scoring Structure
 - Phase 1 – Written Proposal
 - Phase 2 – Oral Presentation*(optional)



Submittal Requirement

- Procurement Standards
- County Standards
- State/Federal Standards
- Department Needs
- Submittal Document Upload



Route for Approval

- Risk Management
- Department Lead
- Contracts/Legal
- Procurement Manager



Advertise and Release RFP

- Evaluation Team Review and Training*
- Public Notice – based on Requirements
- Search Local Vendors and SBE List
- Recommended Vendor List
- Ease of Access to Public Platform



Open RFP Solicitation

- Answer Questions and Inquiries
- Update RFP Required Addendums
- Advertise Meetings
- Administering Cone of Silence



Receive RFP Proposals

- Receive in a Public Meeting
- Procurement Review
 - Responsiveness
 - Release to Evaluation Team
 - Administer Cone of Silence
- End of Protest Period – Scope of Work



Evaluation Team Process

- Evaluate Based on Criteria
 - Standard Points 200
- Timeframe is determined by Team Lead and Procurement
 - Standard is 3 weeks
- Cone of Silence
- Conflict of Interest
- Procurement may remove non-participating member



Procurement Responsibilities'

- Procurement Points Award: (When Applicable)
 - SBE
 - Location
 - Volume of Previous Work
- Scores are not visible until public meeting
- Draft Agenda and Minutes



Scoring & Public Meeting

- Evaluation Team Discusses Submitted Proposals
- Determine if Oral Presentations are needed
- Submit Scores*
 - Review Scores in Public Meeting
- Make Final Ranking recommendations to the BOCC



Award and Contract Creation (BOCC and Contracts)



Intent to Award (ITA)

- Create the ITA from the Evaluation Team Motion
- Post Publicly in OpenGov
- Protest Period – 3 Business Days
 - 1. County incorrectly deemed vendor non-responsive
 - 2. County failed to substantively follow the procedures or requirements specified
 - 3. County made a mathematical error in evaluating the responses



BOCC Approval

- Create Agenda Item
- Route through Approvers
 - Department, Fiscals Services, OMB, Procurement, Leadership, Legal
- BOCC approval for Ranking and final Contract Execution



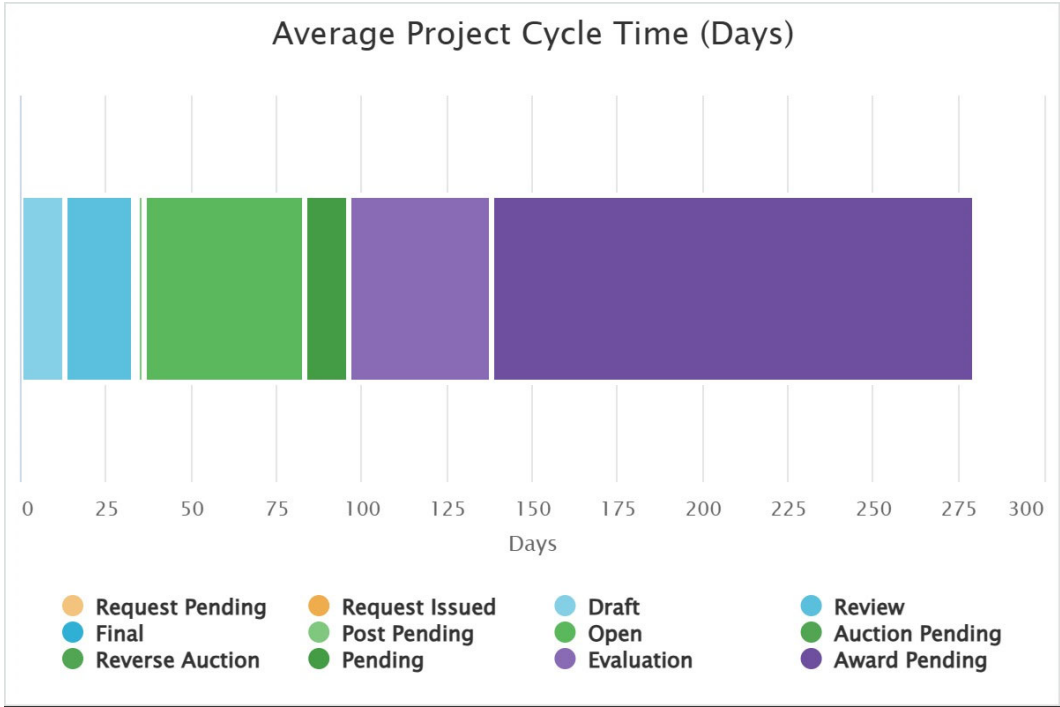
Contract Formation

- Per the Original RFP Scope
- Need Department Expertise
- Follow Statute
- Deliverables
- Signature Process



Timeline

- Department Scope
 - Determined by Leadership
- Procurement Process
 - On Average 19 Weeks
- Contract Formation/Legal Review/BOCC Approval
 - On Average 19 Weeks
- 66 RFP since 2022 for 15 Departments



Questions?

