

TITLE: POLICY AND PROCEDURE FOR COMPETITIVE SOURCE SELECTION		PROCEDURE NO: 02-014
		SUBMITTED BY: Judy S. Carter Director of Purchasing
		APPROVED BY: Carlos A. Gimenez City Manager
EFFECTIVE DATE: OCTOBER, 2002	SUPERCEDES NO: 99-006	PAGE NO: 1

PURPOSE:

To establish policies and procedures for the selection of sources of supply.

SCOPE:

These policies and procedures described herein will cover the following methods of source selection: competitive sealed bidding; competitive sealed proposal; small purchases; and competitive negotiation.

DEFINITIONS:

Bidders List

Term used to denote list of names and addresses of vendors, suppliers and prospective bidders/bidders from whom bids/proposals can be solicited. The list includes any suggested sources from users. Also called bidder's mailing list for issuance of competitive sealed proposals.

Competitive Sealed Bidding

Term used to denote preferred method of acquiring goods and services for public use, in which award is made to the lowest responsive and responsible bidder, based solely on specification requirements set forth in the Invitation for Bids (IFB). It is used when the purchaser knows exactly what is required. Bid is evaluated strictly against the General Terms, Special Conditions and Specifications of the IFB. This is the most popular acquisition method used in formal government procurement, and is usually utilized in the acquisition of commodities. Also called formal bidding.

Competitive Sealed Proposal

Term used to denote a method of acquiring goods and services for public use, in which discussions or negotiations may be conducted with responsible offerors who submit proposals in a competitive range. This method is used when the purchaser has a general idea of what is required, but cannot develop the entire specific Special Conditions and Specifications, which could be used in an IFB. Each proposal is evaluated against each of the other proposals and may include responses using a point system with points given each proposal by an evaluation committee. This method is more often utilized in the acquisition of services. Also called competitive negotiations.

Invitation for Bids (IFB)

A formal request to prospective vendors soliciting sealed bids, which contains or incorporates by reference, the specifications or scope of work and all contractual terms and conditions. Award is made to the responsible and responsive bidder submitting the lowest price.

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Request for Proposals (RFP)

All documents, whether attached or incorporated by reference, utilized for soliciting competitive sealed proposals. The RFP describes the goods/services required, lists the type of information and data required of each proposer, and states the relative importance of particular evaluation criteria. The RFP defines the objective for which the goods/services are required, how they are expected to be used, and/or problems that they are expected to address. Proposers are invited to propose solutions that will meet the objectives or solve the problem. The proposed solutions, which may vary significantly from each other or from the City's initial expectations, are evaluated against a predetermined set of criteria, which are incorporated in the RFP. Award is made not principally on the basis of price but to the proposer bidders whose proposal contains the most advantageous combination of price, quality, and other features.

Request for Letters of Interest (RFLI)

This method is used when an IFB or RFP will not provide the appropriate mechanism to purchase the needed commodities/services. This method brings together vendors, which may be capable of providing the required commodities/services. If one or more of the following criteria apply, chances are an RFLI is the most applicable purchasing method.

1. The scope of work for the contract cannot be accurately and completely defined by the agency. This often occurs for acquisitions of rapidly changing technology, outsourcing, or complex services, new markets.
2. The commodities/services can be provided in several different ways, any of which could be acceptable. This often occurs for acquisition of emerging technologies or complex services.
3. The responses may contain innovative solutions that differ from what the agency may have requested and this process allows for those types of alternatives to be considered.
4. The responses may contain a different level of commodities/services than that requested, requiring negotiation to reduce price to services to match available contract funds or increase price to meet a higher level.
5. Letters of Interest are useful in soliciting expressions of interest and/or determining the assessing market for such types of services.

Request for Qualifications (RFQ)

Document used for soliciting statements of qualifications in providing such types of services as may be required from known offerors or to pre-qualify firms to participate in a competitive sealed bidding process. May also serve as precursor to IFB, where price is not the only consideration. RFQ is an appropriate method when contractor qualifications can be considered more important.

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Contract

Any type of City agreement, regardless of what it may be called, for the procurement of goods, equipment and services.

Services

The furnishing of labor time or effort by a contractor, not involving the delivery of a specific end product other than reports which are merely incidental to the required performance. This term shall not include collective bargaining agreements.

Cone of Silence

A prohibition against any oral communication regarding a specific RFP, RFQ, RFLI or IFB (Bid), or any other advertised solicitation except official meetings and presentations related to the solicitation, between a potential proposer, offeror, respondent, bidder, lobbyist, or consultant and the City's professional staff, including, but not limited to the City Manager, and his or her staff; the Mayor, City Commission and their respective staff; as well as a prohibition against any communication regarding a specific RFP, RFQ or Bid between the Mayor, City Commission members or their respective staffs and any member of the City's professional staff, including , but no limited to the City Manager and his or her staff.

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POLICY: COMPETITIVE SEALED BIDDING

Generally, most city contracts are awarded utilizing the competitive sealed bidding method.

The following provisions shall be applicable to the competitive sealed bidding process:

1. Conditions for Use

Factors to be considered in determining whether competitive sealed bidding is practicable include:

- a) Commodities/equipment/contractual or general services for which uniform and standard specifications can be established.
- b) The contract can be a fixed price type
- c) The need that must be filled is well defined.

2. Invitations for Bids (IFB)

Invitations for Bids shall be issued for purchases or contracts over \$25,000 and shall include specifications and all contractual terms and conditions applicable to the purchase, except as otherwise provided for in the City Procurement Ordinance.

3. Public Notice

A minimum of fifteen (15) calendar days of public notice of an Invitation for Bids shall be given prior to the bid opening date set forth in the Invitation for Bids. Such notice may be published in a newspaper of general circulation. The notice should state the date, times and location of the bid opening as well as description of the goods, equipment or contractual or general service issued.

4. Pre-Bid Conference

A pre-bid conference may be required to explain and discuss with potential bidders in advance of the bid opening date, the requirements of the City and to answer any questions regarding the specifications or the selection process. All pre-bid conferences are recorded and may be voluntary or mandatory. Information requested during this conference shall be distributed in an addendum to all those who received the IFB.

5. Site Inspection

As required in the IFB, site inspections may be conducted as part of the IFB's minimum requirements.

- a. When included as a minimum requirement, bidder's facility may be inspected by staff to determine if the IFB's minimum requirements for the facility have been met. Failure to meet the site inspection requirement will deem the bid non-responsive.

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b. When visual inspection or visit of the City's facility may be required to familiarize the potential bidder of the requirements of the IFB.

6. Pre-Opening Modification or Withdrawal of Bids

Bids may be modified or withdrawn by written notice prior to the time and date set for bid opening.

7. Bid Opening

Bids shall be opened publicly in the City Clerk's Office at the time and date designated in the Invitation for Bids. The amount of each bid and such other relevant information as deemed appropriate, together with the name of each bidder, shall be recorded; records and bids shall be open for public inspection.

8. Late Bids, Late Withdrawals and Late Modifications

Any bid received after the time and date set for receipt of bids is late. Any withdrawal or modification of a bid received after the time and date set for opening of bids at the place designated for opening will not be accepted.

9. Acceptance

Bids shall be unconditionally accepted without alteration or correction, except as authorized by the Procurement Ordinance.

10. Evaluation

Bids shall be evaluated based on the requirements set forth in the Invitation for Bids. Those criteria that will affect the bid price and that will be considered in the evaluation for award shall be objectively measured, such as discounts, transportation costs, and total or life cycle costs. The Invitation for Bids shall set forth the evaluation criteria to be used, such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. No criteria may be used in the bid evaluation that are not set forth in the Invitation for Bids.

11. Award

Award shall be made, by the City Manager, to the lowest responsive and responsible bidder whose bid meets the specifications, requirements and criteria set forth in the Invitation for Bids for purchases exceeding \$25,000. All Bid Awards/contracts in excess of \$50,000 must be approved by the City Commission upon recommendation by the City Manager. Threshold amounts referenced herein shall include the values associated with potential options of renewal.

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12. Mistakes in Bids

The Purchasing Director or designee is responsible for evaluating all mistakes claimed/made by bidders and determining the action to be taken by the City on the bid question.

13. Addendum

The City may require an addition or deletion or change to the IFB requirements. In those instances, all vendors who received an IFB would be issued a copy of a written addendum showing the changes, deletions, or additions with the exception of the inclusion of a mandatory pre-bid conference, only those in attendance would receive addendum. The addendum is considered official only when sign by the Purchasing Director or designee.

14. Waiver of Minor Irregularities

The Purchasing Director is responsible for making determination on minor irregularities.

RESPONSIBILITY: Purchasing Department

It shall be the Purchasing Department's (Purchasing) responsibility to:

1. Prepare or review Technical specifications for completeness, accuracy, and openness;
2. Prepare and finalize the IFB document.
3. Advertise and issue the formal IFB, including researching and identifying potential bidders.
4. Serve as facilitator at the pre-bid conference, if applicable; post and record all meetings of any pre-bid conference.
5. Receive and review bid responses for correctness, completeness, responsiveness and prepare bid tabulation and submit to user department.
6. Contact references to evaluate responsibility, as applicable in conjunction with user department.
7. Prepare and certify the results of the evaluation and the Bid Tabulation as being in compliance with competitive sealed methods.
8. Notify prospective bidders in writing of nonresponsiveness or non responsibility including the reasons for same.
9. Purchasing Department coordinates with User to complete the Award Recommendation and Approval Form and prepare the cover memo, if applicable.
10. Prepare and submit legislation and all back up documentation to Agenda Office for City Commission action, if required.
11. Obtain approval of Insurance Certificate for Risk Management, if applicable.

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12. Issue purchase order.
13. Maintain copy of Bid/Contract Award in IFB file.
14. Maintain all records of the entire solicitation process.
15. Monitor contract terms, renewals and dollar volume of Purchase Orders issued to ensure Purchase Orders do not exceed the amount authorized by the City Commission or the City Manager.
16. Prepare for City Manager's signature a monthly list of Bid Awards for goods and services exceeding \$25,000 and submit to the Mayor and City Commissioners.

User Department

It shall be the User Department's (User) responsibility to:

- 1) Prepare initial draft specifications/Minimum Bidder Qualifications requirements; complete Request for Formal Solicitation and submit to Purchasing.
- 2) Prepare; approve, and submit Request for Advertisement form to include account code(s) to Purchasing.
- 3) Obtain the approval of the City Manager to advertise the IFB in the Miami Herald, if desired.
- 4) Enter requisition for goods, equipment, or contracted services to be rendered.
- 5) Obtain funding approval for purchase; complete Award Recommendation and Approval Form; prepare cover memorandum and other documents to recommend to City Commission, if required.

Procedures:

1. User department prepares initial draft scope of services/technical specifications; completes Request for Formal Solicitation; prepares list of prospective bidders; including business name, contact person, address, email address and telephone number and emails documents to assigned Sr. Procurement Specialist. Submits to Bid/Contract Division completed and approved Request for Advertisement Form.
2. Upon receipt of the required information, assigned Sr. Procurement Specialist reviews for clarity, completeness and openness the technical specifications initially prepared by the User.
3. The Sr. Procurement Specialist reviews the specifications, conducts research, gathers information from other governmental entities to clarify the specifications as submitted by User, etc., if necessary.

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<ol style="list-style-type: none"> 4. The Sr. Procurement Specialist meets/coordinates with User to discuss in detail the proposed purchase, and any/all issues pertinent to the preparation of the IFB and the method of award process for evaluation, as well as the feasibility of scheduling a voluntary or mandatory pre-bid conference. 5. During the IFB preparation, the Sr. Procurement Specialist should discuss M/WBE requirements with the M/WBE Coordinator. The M/WBE Coordinator shall submit a recommendation to the Purchasing Director for approval as to the M/WBE participation requirements/goals i.e. M/WBE set aside requirements, if appropriate. Local preference will consistently applied if eligibility requirements are met. 6. The Sr. Procurement Specialist prepares the draft IFB solicitation and submits to User for review, changes as necessary, and approvals for issuance. 7. The Sr. Procurement Specialist prepares the final draft IFB and prospective bidders mailing list, for final review and approval by the Purchasing Director. Additional local vendors are identified and included in the mailing list. A memo is prepared for the City Manager's signature to the Mayor and Commissioners advising of the IFB issuance date and the local vendors that will be mailed the solicitation. 8. For purchases over \$25,000, Purchasing staff advertises in the Daily Business Review, Diario Las Americas and Miami Times and mails IFB to all vendors on the bidders mailing list and the sources suggested by the User. IFB is posted on the Purchasing Website and is listed on Miami TV Channel 9. Advertisement in the Miami Herald, requires the department to first obtain the City Manager's written approval. 9. A pre-bid conference with prospective bidders may be held, depending on the complexity of the specifications or scope of work to be performed. The conference may be voluntary or mandatory. The purpose of this conference is to explain the requirements of the IFB and clarify any issues related to the scope of work. It is mandatory that the User department's staffs who has knowledge of the specifications or scope of work requirements and was involved in the preparation and issuance of the IFB attend this conference. <ol style="list-style-type: none"> a) The Sr. Procurement Specialist serves as the facilitator, begins the conference by having attendees sign in, and gives prospective bidders an overview of the project, bringing to their attention important sections of the IFB document. This meeting is recorded by the Sr. Procurement Specialist. 		

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- b) The User explains what their objectives are and makes any clarifications regarding the Specifications/Scope of Work.
 - c) If changes are made to the specifications/scope of work and/or clarifications are deemed necessary, the Sr. Procurement Specialist must prepare scope of work, for the Purchasing Director's signature, a written addendum and issue it to all attendees and all known prospective bidders.
 - d) The User shall respond to all technical questions, which are submitted to the Sr. Procurement Specialist for inclusion in an addendum. If required, the IFB opening date may be extended via addendum to accommodate responding to the technical questions.
 - e) The Purchasing Department is the custodian of record for all documents and recordings generated from this pre-bid conference.
10. Prior to bid opening, if the City makes a determination to cancel the IFB, the Sr. Procurement Specialist prepares a written notice for the Purchasing Director's signature to all affected bidders, canceling the IFB and making available to them a written explanation for the cancellation.
 11. The City Clerk's Office receives and time stamps all bid responses and records bidder's names on the Bid Security List. The names of the bidders and respective bid prices are read aloud. Bid responses are sent to, or picked up by Purchasing upon receipt by the City Clerk's Office.
 12. Any bids received after the established date and time, or received at any other location, shall be returned to the bidder unopened by Purchasing.
 13. The Sr. Procurement Specialist initially reviews the bid responses for responsiveness to submittal requirements. For those minimum requirements that are technically driven, User and Sr. Procurement Specialist shall jointly review bids for responsiveness. Original bids are maintained in Purchasing IFB files.
 14. The City may reject any and all bidders received as determined by the City. After bid opening, if the City determines that all bids shall be rejected, the User department submits for the City Manager's approval a memorandum stating the reasons for the request to reject bids. Upon City Manager's approval, the Sr. Procurement Specialist prepares a written notice for the Purchasing Director's signature to all affected, rejecting, and making available to them a written explanation for the rejection.
 15. The Sr. Procurement Specialist shall notify in writing all bidders whose bid responses are determined to be non-responsive or non-responsible, with stated reason(s). When site inspections are included as part of the IFB's

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minimum requirements, these inspections shall be conducted by the user department and purchasing staff, if applicable.

16. Upon initial evaluation of compliance with IFB requirements, the Bid Tabulation and Bid Award Recommendation and Approval Form are prepared by Sr. Procurement Specialist and submitted along with bid responses to user department for bid evaluation based upon technical specifications, and Minimum Bidder Qualifications. If user department recommends other than the low bidder, written justification must be prepared and submitted to the Chief Procurement Officer for approval. In the event one bid is received, the City may award to the sole bidder, negotiate for better pricing or may rebid, whichever is in the best interest of the City. The City may also negotiate with the lowest bidder for better pricing.
17. Following evaluation, user department completes Bid Award Recommendation and Approval Form and seeks Budget approval of fund availability and returns to the Chief Procurement Officer for certification of bid results and evaluation as being in compliance with competitive sealed bidding methods and submission to the City Manager for approval of award of bids or contracts exceeding \$25,000. Upon approval by the City Manager, Purchasing notifies user and vendor of approval of award. Purchase Order may be issued following City Manager approval, subject to applicability of insurance.
18. For Bid Awards exceeding \$50,000, the user department prepares approval and cover memo, completes Award Recommendation and Approval Form, secures budget approval of fund availability and returns to Purchasing for preparation of legislation and submission to the Agenda Office for inclusion on the next available Commission Agenda. City Commission approval is required for award of bids or contracts exceeding \$50,000. Purchase Order may be issued following City Commission approval, subject to applicability of insurance.
19. The Chief Procurement Officer prepares for the City Manager's signature a list of Bid/Contracts awarded by the City Manager and submits to the Mayor and City Commission on a monthly basis.

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POLICY:

COMPETITIVE SEALED PROPOSAL

1. Conditions for Use

When it is determined that the use of competitive sealed bidding is not practicable nor advantageous to the City, a contract may be entered into by use of the competitive sealed proposal method pursuant to Sec. 18-86 of the City Code.

The commodities/services listed below which may be excluded from adherence to the policies and procedures described in this section:

- i) Professional services as defined in Florida Statute Sec. 287.055, as amended.
- ii) Personal and professional services, when the fee for such service to be performed does not exceed \$50,000;
- iii) Legal services;
- iv) Purchase/sale of real estate;
- v) Commodities/equipment/services for which uniform and standard specifications can be established pursuant to Sec. 18-85 of the City Code.
- vi) Services related to the cultural, educational, recreational or park activities provided by non-profit organizations within city parks.
- vii) Maintenance agreements to support proprietary software application.

Factors to be considered in determining whether Competitive Sealed Bidding is not practicable include:

- a) Whether the contract needs to be other than a fixed-price type;
- b) When a need that must be filled is not well defined and that need cannot be uniformly standardized in an IFB.
- c) Whether oral interviews or presentations may need to be conducted with offerors concerning technical and price aspects of their proposals;
- d) Whether offerors may need to be afforded the opportunity to revise their proposals, including price;

Factors to be considered in determining whether Competitive Sealed Bidding is not advantageous include:

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- a) If prior procurements indicate that Competitive Sealed Proposals may result in more beneficial contracts for the City; and/or
- b) Whether the primary consideration in determining award is not solely price; and/or
- c) Whether award may need to be based upon a comparative evaluation as stated in the RFP, RFQ or RFLI of differing price, quality, and other evaluation factors in order to determine the most advantageous offering to the City. Factors may include, but not be limited to, technical and performance capability, method of approach, price, the content of the technical proposal; qualifications and experience; etc.

A contract may be entered into by use of the competitive negotiation/competitive sealed Proposal methods when:

- a) The Chief Procurement Officer determines that the complex specialized nature or technical details of a particular procurement make the use of competitive sealed bidding either not Practicable or reasonable, or not advantageous to the city; or
- b) Specifications or Scope of Work cannot be fairly or objectively prepared so as to permit competition in the Invitation for Bids; or
- c) Technology, Electronic, software, and system applications are available from a limited number of sources; or
- d) Qualifications and the quality of the service to be delivered can be considered more important than price.

The key element in determining advantageousness is the need for flexibility. The Competitive Sealed Proposals method differs from Competitive Sealed Bidding in two (2) important ways. First, it permits discussions with competing offerors, changes in their proposals during contract negotiation and after evaluation including price, and negotiations with successful proposer. Secondly, it allows comparative judgmental evaluations based upon quality, price, and other evaluation factors when selecting among acceptable proposals for award of the contract.

2. Request for Proposals

Proposals for purchases of personal and professional services and specific types of commodities **over \$50,000** shall be solicited through Request for Proposals (RFP's), Request for Qualifications

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(RFQs), or Request for Letters of Interest (RFLI, unless as otherwise expressly approved by the City Commission or a determination is made that it is more advantageous to utilize another competitive method for acquisition of services

3. Public Notice

Adequate public notice shall be given in the manner similarly provided for in the City of Miami Code for competitive sealed bidding, provided however the minimum time for issuance of an RFP is twenty one (21) calendar days. For RFQs and RFLIs, the minimum issuance time is fifteen (15) calendar days.

4. Issuance of RFP/RFQ/RFLI

The City may seek City Commission approval to issue an RFP/RFQ/RFLI.

5. Addendum

The City may require an addition or deletion or change to the RFP/RFQ/RFLI requirements. In those instances, all vendors who received an RFP/RFQ/RFLI would be issued a copy of a written addendum showing the changes, deletions, or additions. The addendum is considered official only when signed by the Purchasing Director. All Addendums will additionally be posted on the Purchasing website.

6. Evaluation Committee

An Evaluation Committee (Committee) will be comprised of technical experts in the field, User department personnel, and any other members that may be appointed by the User, or the City Manager, to evaluate proposal responses. The majority of the members shall be non-City employees. Members are to attend all scheduled, and committee meetings, be knowledgeable of the RFP, RFQ or RFLI requirements, personally read and evaluate all responses. A chairperson shall be chosen by the Committee to chair and facilitate the meetings; submit the Committee's findings and recommendations to the City Manager and appear at the Commission meeting on behalf of the Committee, if required.

7. Site Inspection

As required in the RFP/RFQ/RFLI, site inspections may be conducted under two (2) different circumstances: 1) as part of the RFP's minimum requirements; or 2) as part of the evaluation criteria with assigned weights.

- a. When included as a minimum requirement, proposer's facility may be inspected by staff to determine if the RFP/RFQ/RFLI's

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minimum requirements for the facility have been met. Failure to meet the site inspection requirement will deem the proposal non-responsive.

- b. When included as an evaluation criteria, Committee members shall inspect the facility and evaluate in accordance with the assigned weight for this evaluation factor.

8. Pre-Proposal Conference

A pre-proposal conference may be required to explain and discuss with potential proposer, in advance of the proposal opening date, the requirements of the City and to answer any questions regarding the specifications or the selection process. All proposal conferences are recorded and may be voluntary or mandatory. Information requested during this conference shall be distributed in an addendum to all those who received the RFP or RFQ RFQ, RFLI. However, for mandatory pre-proposal conferences, the addendum will be distributed only to those in attendance at the conference.

9. Oral Presentations

As provided in the RFP/RFQ/RFLI, proposers submitting proposals determined to be responsive may be invited to make oral presentations, in person or by telephone conference, by the Committee, or may be invited to clarify any aspect of their proposal which it so requires. Proposer may not add new information to their proposals but may clarify the proposal response submitted to the City. The Committee may or may not elect to have oral presentations conducted. This election may be made in advance of any evaluation. Oral presentations may be combined with written proposals for the purpose of evaluating the proposals. Alternately, oral presentations may be used, after proposals are short-listed, to separately evaluate proposals. The scores from evaluating the written proposals may be considered with scores from the oral presentation evaluations to determine the overall final score. Based on final scores, the proposals are then rank ordered.

10. Evaluation of Proposals

The RFP/RFQ/RFLI shall publish the minimum qualifications and the evaluation criteria used to select the proposal deemed the most advantageous to the City for the needed commodity/service. These pre-determined factors, including price, and their relative importance and/or weigh, are stated in the RFP/RFQ/RFLI. The Committee will conduct evaluations based solely on evaluation criteria contained in the RFP/RFQ/RFLI. Numerical rating systems may be used but are not required. Proposals may be short-listed, as provided in the RFP RFQ. Factors not specified in the RFP/RFQ/RFLI shall not be considered. The

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Sr. Procurement Contracts Officer (Sr. PCO) will monitor the process to ensure adherence to proper procurement procedures.

11. Recommendations for Award

After evaluating proposal responses, Committee members will rank proposers based on a combination of the written proposals and oral presentations, if conducted. The chairperson of the committee will prepare a memorandum/letter summarizing results of the evaluation process to the City Manager for review and approval. After reviewing the evaluation Committee's recommendation, the City Manager may:

- a) approve the recommendation of the evaluation committee, written notice of which shall be provided to all proposers, and the City Manager shall then submit his or her recommendation to the city commission;
- b) reject the evaluation committee's recommendation and instruct the evaluation committee to re-evaluate and make further recommendation;
- c) reject all Proposals; or
- d) recommend that the City Commission reject all proposals.

Upon approval, the City Manager will request the City Commission to accept the ranking of the proposers and authorize contract negotiations with the top-ranked firm(s).

12. Award of Contract

An award shall be made, by City Commission action, to the responsible proposer whose proposal response is determined in writing to be the most advantageous to the City, taking into consideration price and other evaluation criteria described in the RFP/RFQ/RFLI. After reviewing the City Manager's recommendation, the City Commission may:

- a) Approve the City Manager's recommendation and authorize Contract negotiations;
- b) Reject all Proposals
- c) Reject all Proposals and instruct the City manager to reissue a solicitation; or
- d) Reject all Proposals and instruct the City manager to enter into competitive negotiations with at least three individuals or firms possessing the ability to perform such services and obtain information from said individuals or firms related to experience, qualifications and the proposed cost or fee for said services, and make a recommendation to the City Commission.

Approval by City Commission may constitute award of contract with the successful top ranked proposer(s) or authorization to commence

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contract negotiations with the most qualified proposer(s) in rank order. If negotiations fail with the first ranked proposer, negotiations may begin with the second-ranked proposer, and so on until there is an agreement on an acceptable contract. Final approval and ratification of a negotiated contract by the City Commission is required for contract execution by the City Manager. Threshold amounts referenced herein shall include the values associated with potential options of renewal. Awards made by the City manager or by the City Commission shall include authority for all subsequent options of renewal, if any. The aforementioned options of renewal shall be exercisable at the option of the City manager, if after review of past performance under the Contract, the City manager determines in his/her sole discretion that exercise of the option of renewal is in the best interest of the City.

RESPONSIBILITY:

Purchasing Department:

It shall be the Purchasing Department's (Purchasing) responsibility to:

- 1) Prepare legislation for City Commission action requesting issuance of RFP/RFQ/RFLI, if applicable; prepare and coordinate draft RFP/RFQ/ and RFLI with the Law Department their review and approval.
- 2) Work with the Law Department to implement any revision which the Law Department recommends.
- 3) Create a file for the process, assign the RFP/RFQ/RFLI to the Sr. Procurement Contracts Officer (Sr. PCO), and prepare and finalize the RFP/RFQ/RFLI document.
- 4) If City Commission approval is required for issuance of RFP/RFQ/RFL, prepare legislation, and submit resolution and cover memo to the City Manager's Office for inclusion on the next available agenda for Commission approval of issuance. RFP/RFQ/RFLI draft does not have to be included in the agenda package unless expressly requested by the City Commission.
- 5) Advertise and issue the formal RFP/RFQ/RFLI, including researching potential offerors and tentatively scheduling important events and dates. Post all RFP/RFQ/RFLI's on the Purchasing website upon issuance.
- 6) Serve as facilitator at the pre-proposal conference, if applicable.
- 7) Receive all questions regarding an RFP/RFQ/RFLI process; compiles each into a draft Addendum; meets with the user to obtain answers to all questions; conducts research as necessary; compiles questions and answers into an easily

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- read format; secures the signature of the Purchasing Director on the Addendum; mails Addendum to prospective proposers as needed; forwards Addendum to the City Clerk; and posts all Addendums on the Purchasing website.
- 8) Receive and review proposal responses for correctness, completeness, responsiveness and responsibility.
 - 9) Assist User Department(s) in developing a defined evaluation form for use by Evaluation Committee, and scheduling evaluation committee meetings.
 - 10) Assist User in coordinating the evaluation process.
 - 11) Notify prospective proposers in writing or rejection of proposals by the City Manager including the reasons for same.
 - 12) Seek legal counsel to serve as legal advisor to meeting, if necessary.
 - 13) Submit a Public Notice to the City Clerk in advance of all evaluation committee meetings, and post on the purchasing website as applicable.
 - 14) Post and record all meetings of the Evaluation Committee.
 - 15) Instruct Evaluation Committee on procedural requirements for evaluation.
 - 16) Monitor the evaluation process to ensure that proper procurement procedures are followed. Serve as liaison to assist in obtaining additional information on an as-needed basis.
 - 17) Report findings of responsiveness to Evaluation Committee.
 - 18) Communicate in writing to the affected proposers deemed non-responsive by the City the reason(s) for non-responsiveness, if applicable.
 - 19) Perform reference checks of proposers, as applicable and as requested by the Evaluation Committee in conjunction with the user department.
 - 20) In behalf of the Evaluation Committee, communicate in writing to the affected proposers, the schedule of the oral presentations, if any, the rankings resulting from the evaluation of proposals; the date and time when the matter will be considered by the City Commission and request their attendance.
 - 21) Coordinate with the Committee chairperson the preparation of the committee's recommendation, for submission and approval by the City Manager.
 - 22) Coordinate with User the preparation of the cover memo recommending acceptance of the committee's findings and authorization to enter into contract negotiations; compilation

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- of committee scores, and rankings, and a list of committee membership.
- 23) Prepare legislation and tabulation of the scores and/or ranking of firms.
 - 24) Submit legislation and all back up documentation to Agenda Office.
 - 25) Notify the top ranked firm(s) in writing of action to be taken by the City Commission and notify all proposers of actions/recommendations of the evaluation committee in writing by fax and mail.
 - 26) May assist in contract negotiations.
 - 27) Assist user in securing contract approval following execution by City Manager.
 - 28) Obtain approval of Insurance Certificate for Risk Management, if necessary.
 - 29) Issue purchase order upon receipt of executed contract.
 - 30) Maintain copy of executed contract in RFP/RFQ/RFLI file.
 - 31) Maintain all records of the entire solicitation process.
 - 32) Monitor contract terms, renewals and dollar volume of Purchase Orders issued to ensure Purchase Orders do not exceed the amount authorized by the City Commission.

User Department:

It shall be the User Department's (User) responsibility to:

1. Complete the Request for Formal Solicitation Form.
2. Prepare initial draft of specifications/scope of work requirements for submission to Purchasing. Submit to Purchasing names and addresses of prospective proposers. May seek authorization from the City Commission to issue RFP/RFQ/RFLI.
3. Prepare; approve Request for Advertisement form and submit with completed Request for Formal Solicitation form.
4. Obtain the approval of the City Manager to advertise the RFP/RFQ/RFLI in the Miami Herald, if desired.
5. Enter requisition for services to be rendered.
6. Develop with assistance from Purchasing a defined evaluation form and criteria for use by the Evaluation Committee in conjunction with Purchasing.
7. Select members of the Evaluation Committee and obtain written approval of the appointments from the City Manager, pursuant to City policy on its composition.
8. Coordinate and obtain City Manager's approval of the appointment of the Evaluation Committee; coordinate the meeting locations and time and provide other services as needed on behalf of the committee..

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9. Notify Evaluation Committee members, in writing, of their appointments and first meeting date.
10. Assist Purchasing in coordinating the evaluation process.
11. May serve as a member of Evaluation Committee or serve as technical support to the Committee.
12. Obtain funding approval for purchase; secure Evaluation Committee recommendation with the City Manager's approval for inclusion in the agenda package; prepare cover memorandum and other documents to recommend to City Commission the acceptance of the Committee findings as to the most qualified proposers and the authorization to begin negotiations with the highest-ranked proposer and/or award of contract(s) and submit all documents to Purchasing.
13. Upon acceptance of Committee findings by City Commission, negotiate with selected firm(s) to obtain the most favorable price, terms and conditions for the City.
14. Prepare draft contract with assistance from the Law Department.
15. If required, submit final contract to City Commission for ratification and approval and authorization to execute contract. Contract execution may have been concurrently authorized when committee findings were accepted and approved by the Commission.
16. Send original executed contract to City Clerk and copy to Purchasing; maintain copy of executed contract.
17. Administer contract.

Evaluation Committee:

It shall be the Evaluation Committee's (Committee) responsibility to:

- 1) Attend and be available for all meetings.
- 2) Receive, review and evaluate all proposals received pursuant to the RFP/RFQ/RFLI.
- 3) Adhere to all City policies, procedures, and other requirements for evaluation, including the cone of silence.
- 4) Elect a chairperson to preside over all Committee meetings.
- 5) May request oral presentations and/or references to be checked.
- 6) Evaluate the proposal responses, in accordance with criteria established in the RFP/RFQ/RFLI.
- 7) The Chair will prepare a letter to the City Manager advising of the results of the Committee's evaluation and recommending approval of the most qualified proposer in rank order.
- 8) The Chair will represent the Committee at the City Commission meetings and respond to any questions that the City Commission may have of the Committee.

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Law Department:

It shall be the Law Department's responsibility to:

- 1) Review, give input and approve final draft of RFP/RFQ/RFLI.
- 2) Serve as legal advisor and attend all Committee meetings, if required.
- 3) Participate in contract negotiations, if required.
- 4) Assist User in the preparation of the contract.
- 5) Approve contract as to legal form and correctness.

Procedures:

1. The User completes the Request for Formal Solicitation form and Request for Advertisement Form.
2. User prepares initial draft scope of services/specifications and submits same to Purchasing via email and/or on disk together with completed Request for Formal Solicitation Form and Request for Advertisement Form. Simultaneously, the User should enter a requisition for said purchase.
3. The Purchasing Director receives the Request for Formal Solicitation form and supportive documents and assigns it to the Sr. Procurement Contracts Officer (Sr. PCO), who reviews for clarity and completeness the scope of work initially prepared by the User.
4. The Sr. PCO reviews the scope of work, conducts research, gathers information from other governmental entities to clarify the scope of work as submitted by User, etc.
5. The Sr. PCO meets/coordinates with User to discuss in detail the proposed purchase, evaluation criteria and any/all issues pertinent to the preparation of the RFP/RFQ/RFLI and the process for evaluation, as well as the feasibility of scheduling a voluntary or mandatory pre-proposal conference.
6. During the RFP/RFQ/RFLI preparation, the Sr. PCO should discuss M/WBE requirements with the M/WBE Coordinator. The M/WBE Coordinator may submit a recommendation to the Purchasing Director for approval as to the M/WBE participation requirements/goals. M/WBE and Affirmative Action participation will be considered in the evaluation criteria. Local preference will also be considered as a criteria.
7. When preparing the RFP/RFQ/RFLI draft, the User must include the criteria which will be used in evaluating the proposal responses. Evaluation criteria are those specific, weighted factors contained in the RFP/RFQ/RFLI to be used by the Evaluation Committee in assessing and selecting the best-fit solution or most advantageous proposal. Specific weights may or may not be assigned at this time. In those cases, criteria should be listed in order of importance.

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- a) The criteria should reflect important aspects in the scope of work and/or specifications which need to be addressed and, when evaluated, will provide the most advantageous proposal deemed in the best interest of the City.
 - b) Major groups of criteria include, but are not limited to, such factors as: technical, solution, management, cost, and fees. However, qualifications, experience, performance, approach, work plan and other similar criteria may also be important factors.
 - c) Each RFP/RFQ/RFLI is unique and the evaluation factors will vary widely, depending on the type of commodity/service sought. Users are encouraged to carefully decide which evaluation criteria are to be employed.
 - d) Criteria established in the RFP/RFQ/RFLI shall be the only factor used to evaluate the proposals. NO EXCEPTIONS.
8. The Sr. PCO prepares the initial draft RFP/RFQ/RFLI package and submits to Director of Purchasing and to User for review, changes as necessary, and approvals for issuance.
 9. The Sr. PCO prepares the final draft RFP/RFQ/RFLI package, tentative schedule of events, and prospective proposers' mailing list, for final review and approval by the Purchasing Director.
 10. The Sr. PCO prepares a memo for the Purchasing Director's signature, to the Law Department seeking their review and approval of approved draft of RFP/RFQ/RFLI; submits the revised draft of the RFP/RFQ/RFLI approved by the Purchasing Director, and draft agreement, if applicable, prepared by the User to the Law Department for review and approval. Draft shall also be reviewed by other parties as deemed by the user and/or Purchasing Department.
 11. Additional local vendors are identified and included in the mailing list. A memo is prepared for the City Manager's signature to the Mayor and Commissioners advising of the RFP/RFQ/RFLI issuance date and the local vendors that will be mailed the solicitations.
 12. The Sr. PCO, in coordination with the User, plans and schedules key events and dates for the RFP/RFQ/RFLI, including issuance of the technical proposal package, public notice, the pre-proposal conference (if applicable), the proposal submission date, Evaluation Committee meeting date(s), proposal agenda date for City Commission approval, contract award date, execution of a contract, and issuance of a purchase order.
 13. If required, the Sr. PCO prepares the legislation and the user prepares the cover memo to obtain City Commission approval for RFP/RFQ/RFLI issuance. Draft RFP/RFQ/RFLI is included with the agenda package only if City Commission requests its inclusion on the agenda.
 14. The Sr. PCO completes the approved RFP/RFQ/RFLI package for issuance.

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15. Purchasing staff advertises in the Daily Business Review, Diario Las Americas and Miami Times and mails RFP/RFQ/RFLI to all vendors on the proposers' mailing list and the sources suggested by the User. Advertisement in the Miami Herald requires the department to first obtain the City Manager's written approval.
16. Purchasing staff posts all RFP/RFQ/RFLI's on its website; distributes copies of solicitations upon request, and adds additional vendors to the mailing list as needed.
17. A pre-proposal conference with prospective proposers may be held, as identified in the RFP/RFQ/RFLI, depending on the complexity of the specifications or scope of work to be performed. The conference may be voluntary or mandatory. The purpose of this conference is to explain the requirements of the RFP/RFQ/RFLI and clarify any issues related to the scope of work. It is mandatory that the User department's staff who has knowledge of the Scope of Work Requirements and was involved in the preparation and issuance of the RFP/RFQ/RFLI attend this conference.
 - a) The Sr. PCO serves as the facilitator, begins the conference by having attendees sign in, and gives prospective proposers an overview of the project, bringing to their attention important sections of the RFP/RFQ/RFLI document. This meeting is recorded by the Sr. PCO.
 - b) The User explains what their objectives are and makes any clarifications regarding the Scope of Work. If changes are made to the specifications and/or clarifications are deemed necessary, the PCO must prepare, for the Purchasing Director's signature, a written addendum and issue it to all attendees and all known prospective proposers. However, for a mandatory pre-proposal conference, the addendum will be distributed only to those in attendance at the conference.
 - c) The User shall respond to all technical questions, which are submitted to the Sr. PCO for inclusion in an addendum. If required, the RFP/RFQ/RFLI opening date may be extended via addendum to accommodate responding to the technical questions. All addendum are forwarded to the City Clerk, and posted on the Purchasing website.
 - d) The Purchasing Department is the custodian of record for all documents and recordings generated from this pre-proposal conference.
18. Prior to proposal opening, if the City makes a determination to cancel the RFP/RFQ/RFLI, the Sr. PCO prepares a written notice for the Purchasing Director's signature to all affected proposers, canceling the RFP/RFQ/RFLI and making available to them a written explanation for the cancellation.

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19. The City Clerk's Office receives and time stamps all proposal responses and records proposers' names on the Bid Security List. Any proposals received after the established date and time, or received at any other location, shall be returned to the proposer unopened by Purchasing. Only the names of the proposers are read aloud; however, proposals are not made available for public inspection until ten (10) days after opening of proposals by Purchasing.
20. Proposal responses are sent to, or picked up by, Purchasing upon receipt by the City Clerk's Office. The Sr. PCO initially reviews the proposal responses for responsiveness to submittal requirements. For those minimum requirements that are technically driven. User and Sr. PCO shall jointly review responses for responsiveness. Original responses are maintained in Purchasing's RFP/RFQ/RFLI files.
21. The City may reject any and all proposals received as determined by the City. After proposal opening, if the City determines that all proposals shall be rejected, the User department submits for the City Manager's approval a memorandum stating the reasons for the request to reject the proposals. Upon City Manager's approval, the Sr. PCO prepares a written notice for the Purchasing Director's signature to all affected proposers, rejecting the proposals, and making available to them a written explanation for the rejection.
22. For complex RFP/RFQ/RFLI, the Sr. PCO should prepare, for the City Manager's signature, if necessary a memorandum to the City Attorney requesting assignment of a legal advisor to attend all Evaluation Committee meetings.
23. The Sr. PCO shall notify in writing all proposers whose proposal responses are determined to be non-responsive, with reason(s) for the non-responsiveness. When site inspections are included as part of the RFP's/RFQ's minimum requirements, these inspections shall be conducted by the Evaluation Committee and Sr. PCO before the first meeting to evaluate responses.
24. The User, in most instances will identify the Committee members responsible for evaluating proposal responses and submit to the City Manager its recommendations for appointment after proposal submission. In selecting Committee members, User is required to include persons with technical expertise in the field being solicited. The majority of the members must be individuals outside the city workforce. In addition, if the RFP/RFQ contains complex financial or economic considerations to be evaluated, then a member proficient in this area also should be selected to serve. User should appoint the Director of Finance, if financial and economic considerations are included in the evaluation. Also, to the extent possible, the majority of members should be an odd number for tie-breaking purposes. User shall submit to the City Manager for approval in advance of any meeting(s), the names and

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- positions of the individuals whom the user wishes to serve on the Evaluation Committee.
25. Once the members have been chosen, the User shall notify Committee members in writing of their appointment, with a copy to the Sr. PCO, and submit a copy of the RFP/RF/RFLI document to them to read thoroughly. Whenever possible, the notice should also include the first meeting date, tentative dates for the Committee meetings, especially the date, time and location of the first meeting date. These dates must first be coordinated with the Sr. PCO.
 26. Prior to the first meeting, the Sr. PCO, in conjunction with the User, may check references of each proposer and present a written report at the appropriate Committee's meeting, if requested by the Committee. The Sr. PCO may also conduct references checks, as designated by the Committee, at any time during the evaluation process.
 27. In addition to the above, at the first Committee meeting the following occurs:
 - a) The committee elects a chairperson to preside over all meetings.
 - b) Copies of the RFP/RFQ/RFLI; all addendums; Bid Security List; MWBE information per proposer; and copies of all responsive proposals are submitted to each Committee member for their review and evaluation.
 - c) The evaluation form is distributed and discussed generally with the Committee.
 - d) Sr. PCO instruct each Committee member to thoroughly read and conduct a preliminary evaluation for each of the responses prior to the next meeting. Members are instructed not to discuss any matter concerning the evaluation process outside of the meeting forum, until the entire evaluation process is complete. Members are also reminded that all public records are subject to the scrutiny of the general public, including the evaluation forms and any notes generated in the meeting.
 - e) The next meeting is confirmed, allowing sufficient time for members to read the responses.
 28. The Sr. PCO shall post at the meeting site a notice of the meetings as scheduled to evaluate the proposals. This can be accomplished by placing such notice at the entrance to the meeting room and notifying the City Clerk's Office via Public Notice of each meeting(s) in advance and by posting this information on the Purchasing website, as applicable.
 29. After the initial meeting, and prior to actual proposal evaluations, the Committee conducts site inspection(s), if considered an evaluation criterion.
 30. Proposers must be allowed to attend oral presentations of the other competing firms, if requested, and any other meeting of the Evaluation Committee.

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31. The Sr. PCO shall tape-record the Committee meetings and all oral presentations. A representative from the Law Department should be present at all meetings, especially for complex RFP, /RFQ/RFLI's to serve as legal advisor.
32. At the initial Committee meeting to begin actual evaluations, the following will occur:
 - a) The Committee discusses whether or not to shortlist proposals; if Committee decides to shortlist, the following occurs:
 - i) The Committee determines the benchmarks to be used in short-listing, before they begin evaluating the proposals;
 - ii) The evaluation form, with corresponding weights are distributed and further discussed in detail with the Committee.
 - iii) Sr. PCO presents to the Committee a list of the names of the proposers considered responsive. In addition, the Sr. PCO gives a brief report of each proposer's responsiveness, if necessary;
 - iv) User presents to the Committee a report of each proposer's reference check, if applicable, at this meeting;
 - v) Committee members evaluate the proposals based on the written responses and the weighted criteria contained in the RFP/RFQ/RFLI. No other criteria may be considered except those contained in the RFP/RFQ/RFLI. Proposals are scored independently by each member and short-listed, according to previously established benchmarks. Proposals are not ranked at this meeting but may be short-listed;
 - vi) The Sr. PCO, on behalf of the Committee, notifies in writing the proposers short-listed to make oral presentations, specifying the date and time of each presentation. Proposers not short-listed shall also be notified in writing of the Committee's decision by the Sr. PCO. Copies of notice shall be forwarded to the User and to each Committee member;
 - vii) Makes determination as whether to conduct oral presentation and schedules date(s);
 - viii) After oral presentations/interviews, using same evaluation form, Committee members evaluate and score the proposals including oral presentations;
 - ix) The scores from the written evaluation and the scores from the oral presentations are considered, and the proposals are ranked;
 - b) If Committee decides not to shortlist proposals but elects instead to interview all proposers, the following occurs:
 - i) The evaluation form is distributed and discussed in detail with the Committee.
 - ii) Sr. PCO presents to the Committee a list of the names of the proposers considered responsive. In addition, the Sr. PCO

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- gives a report of each proposer's responsiveness, if necessary;
- c) The Committee may elect not to conduct oral presentations/interviews but to evaluate all proposals based only upon the written proposal responses, in which case the following occurs:
- i) The evaluation form is distributed and discussed in detail with the Committee.
 - ii) Sr. PCO presents to the Committee a list of the names of the proposers considered responsive. In addition, the Sr. PCO gives a report of each proposer's responsiveness;
 - iii) Sr. PCO and User presents to the Committee a report of each proposer's reference check, if applicable at this meeting;
 - iv) In accordance with the criteria contained in the RFP/RFQ/RFLI and using the evaluation form, Committee members evaluate the proposals based on the written responses;
 - v) Proposals scored by Committee members are ranked and the Sr. PCO notifies all proposers of the rankings;
33. The Sr. PCO is responsible for monitoring the evaluation process and is the custodian of records. During the evaluations, if the Sr. PCO notes a significant spread between Committee members' scores for the same criterion, Sr. PCO is required to advise Committee members of the rating differences. If a significant discrepancy exists, and to promote fairness in the evaluation process, members will be requested to re-evaluate scores after discussion and revise their scores within an acceptable range. The final scores reached are those of each Committee member.
34. The User may begin to develop a draft contract for review by the Law Department.
35. Following completion of the evaluation process, the Chairperson of the Committee, with the assistance of the Sr. CPO and Users prepares for the City Manager's consideration a report of the findings and recommendations of the Evaluation Committee, based on the results of the evaluation process.
36. The City Manager reviews and considers for approval, the recommendations of the Committee. Notice of City Manager's action is returned to the User department for further processing.
37. Upon receipt of the City Manager's approval of the recommendation, user prepares for City Manager's signature, a cover memo of recommendation for acceptance of the recommendations of the Evaluation Committee based on the results of the evaluation process, with assistance from the Sr. PCO. The User forwards to Purchasing: the cover memo initialed by the Department Director; Committee findings/recommendations approved by the City Manager; the scorings and rankings signed by the Committee

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Chairperson. If contract execution is also recommended, agenda package must include budget approval of purchase and draft contract.

38. Upon receipt of all documentation, purchasing staff prepares the appropriate legislation recommending to the City Commission the findings and recommendation of the Evaluation Committee be accepted and that the City Manager be authorized to commence negotiations with the top ranked proposer. The legislation and all documentation are submitted to the Director of Purchasing for final approval. Sr. PCO ensures the entire agenda package is forwarded to the Agenda Office; the copy of the cover memo and original legislation are sent to the Law Department for review as to form and correctness. Agenda package may be comprised of the draft contract, if applicable, scoring summary for each Committee member, evaluation forms, list of Committee members, budget approval, legislation, City Manager's approval of the Committee's findings/recommendations prepared by the Chairperson. If legislation also authorizes contract execution, draft contract should be included.
39. The Sr. PCO, on behalf of the Committee, notifies in writing all affected proposers of the proposal rankings of the evaluations and the meeting date the item will be considered by the City Commission and requests the attendance of the top ranked proposer. The chair of the Committee is encouraged to attend the City Commission meeting, to answer any questions the Commission may have.
40. The City Commission may authorize the negotiation of a contract with the top ranked proposer. Any changes made to the contract at the City Commission meeting must be incorporated into the contract by the user upon completion of the contract negotiation.
41. Following the City Commission action, a written notice of award is issued by the Purchasing Director, and may include a request for any required insurance certificates, bonds, or other contractual documents from the successful proposer. Proposer is advised that user will contact them to commence contract negotiations. The User prepares and submits a copy of the proposed contract to the successful proposer for review, counter proposals and/or signature.
42. In the alternative, a Negotiation Team may be established to conduct face-to-face negotiations of a final contract. The User and the Law Department must be represented in the negotiations. The Sr. PCO may also be in attendance.
43. User department prepares legislation and cover memo requesting City Commission approval to execute contract if required.
44. The User coordinates the execution of the final and approved contract and is responsible for obtaining all signatures i.e. Risk Management, Law, City Clerk, vendor, etc. No work shall commence or purchase order issued until contract is fully executed copy of he executed contract to Purchasing.
45. Upon receipt of the executed contract, the Sr. PCO issues a Purchase Order when applicable.

User administers the contract to assure that the City and the contractor perform all contractual obligations.

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POLICY:

SMALL PURCHASES

1. Conditions for Use:

All purchases of goods, equipment and services, not covered by existing term contracts, the total estimated cost of which does not exceed \$25,000 shall be made using the simplified small purchase procedures described herein pursuant to Sec. 18-88 of the City Code.

2. Division of Requirements:

Procurement requirements shall not be artificially divided to avoid using other source selection methods.

3. Delegated departmental purchasing agents, as certified and approved by the Chief Procurement Officer and City Manager, shall be responsible for soliciting quotations for goods, equipment and services, in accordance with APM 99-004 as follow:

Goods, Equipment and Contractual Services

- a. Up to \$1,000 - Single "best" telephone quote
- b. \$1,001 to \$2,500 - Three telephone quotes

Professional/ Personal Services

- a. Up to \$2,500 - Single "most advantageous" written proposal

For each purchase, departmental purchasing agents shall be required to include in the procurement process, local vendors and vendors listed in the M/WBE Directory. No work is to begin or order is placed until purchase order is the issued by the Purchasing Department. Records of quotes/proposals shall be maintained by the department purchasing agent as a public record and submitted upon request by the Chief Procurement Officer. Departmental purchasing agents are required to obtain new quotes for each purchase.

4. Procurement Specialists within Purchasing Department shall be responsible for issuing request or invitation for quotations for goods, equipment and services exceeding \$2,500 up to \$25,000 as follow:

Goods, Equipment and Contractual Services

- a. \$2,501 to \$10,000 - At least three written, facsimile, or electronic quotes
- b. \$10,001 to \$25,000 - At least five written, facsimile, or electronic quotes

TITLE: POLICY AND PROCEDURE FOR COMPETITIVE SOURCE SELECTION		PROCEDURE NO: 02-014
		SUBMITTED BY: Judy S. Carter Director of Purchasing
		APPROVED BY: Carlos A. Gimenez City Manager
EFFECTIVE DATE: OCTOBER, 2002	SUPERCEDES NO: 99-006	PAGE NO: 29

Professional/Personal Services

\$2,501 to \$25,000 – Single “most advantageous” written proposal. One page written proposal on company letterhead submitted and signed by the proposed service provider shall contain, at minimum the following:

- a. Scope of work
- b. Time frame for completion
- c. Deliverables
- d. Fees/Expenses
- e. Key personnel to complete the work and contact information

Construction Services

Up to \$25,000 – Single “most advantageous” written proposal. One page written proposal on company letterhead submitted and signed by the proposed contractor shall contain, at minimum the following:

- a. Scope of work
- b. Time frame for completion
- c. Total costs
- d. Subcontractor(s) to complete the work, if applicable and contact information

For each purchase, Procurement Specialists shall be required to include in the procurement process, local vendors and vendors listed in the M/WBE Directory. Where no such local vendors are registered with the City, Procurement Specialists shall be responsible for, with the assistance of the Local Vendor Outreach staff, researching and identifying local vendors who can supply the required commodity or service. No work is to begin or order is placed until purchase order is issued by the Purchasing Department.

- Procedures:** For procurements of goods, equipment, contractual services exceeding \$2,500:
1. Using department enters the requisition and submits backup documentation, if necessary to the assigned Procurement Specialist for processing.
 2. Upon receipt, quotes are solicited and tabulated by the Procurement Specialist and vendors are evaluated for responsiveness and 10% eligibility for local preference. If eligible, letter is sent to local vendor for acceptance or rejection of purchase at low quote amount.
 3. Award is made to the lowest responsible and responsive bidder.
 4. Purchase Order is issued by the Purchasing Department.
 5. Insurance Certificate will be obtained by Purchasing, if required by Risk Management.
 6. Written quotations, the names of the offerors submitting quotations and other related documents shall be attached to the Purchase Order and maintained in the Purchasing Department as a public record.

NOTE:

Under no circumstances will a Change Order be authorized which amends the total amount beyond the stated threshold limits.