



I. Purpose To provide guidelines for all formal solicitations through the solicitation evaluation process.

II. Scope These procedure guidelines apply to all formal solicitation evaluations/committees, public committee meetings, submittal assurance from offerors, committee minutes, and public records.

III. Responsibility

A. Solicitation Evaluations/Committees

1. Bid evaluation no longer requires the formal convening of a Bid Review Committee for evaluation of responses received in an Invitation to Bid.

Rarely a discussion will be needed with the client department, other interested county personnel and/or the A.E. firm involved in the project. If this becomes the case take note that any discussion as to the apparent low bidder's responsiveness and/or responsibility will require a Sunshine meeting properly noticed together with all interested parties in accordance with Florida Statutes.

The Office of Purchasing will continue to oversee the evaluation process to ensure compliance with the procurement code and the policies and procedures while streamlining the effort that goes into the preparation of recommendations to the Board.

2. Committees are required for solicitations requiring competitive negotiations, such as, Request for Proposals (RFP), and for short-listing, ranking and negotiations as required for Request for Letters of Interest (RLI), Requests for Proposals for Design Build Services, and any procurement governed by the Competitive Consultant Negotiations Act (CCNA). In those cases, the Florida Statutes and the Office of Purchasing Procurement code and the Policies and Procedures will be followed.

3. Committee members notification and meeting preparations are the responsibility of the Purchasing Agent as follows:

- a. Coordinates with the client department(s), stakeholders and other resource personnel in identifying probable committee members;
- b. Assures that appropriate committee appointment memos are sent to the County Administrator (memo 1, 1a, 1b, 1c or 1d) and to the Deputy Finance Director, Clerks Office (memo 2 or 2a, 2c, 2d); when the Clerk of the Courts' designee is appointed to a committee by the County Administrator;



- c. Assures that all committee members are notified in a timely manner of their membership and any pre-solicitation activities and/or other meetings; and,
- d. Assures the preparation for such pre-solicitation activities and/or other meetings.

**B. Public Committee Meetings, Preparation**

Public Committee meetings should be scheduled within the ten (10) day disclosure period if at all possible.

Committee meeting preparations and notification of all committee members and known interested parties are the responsibility of the Purchasing Agent.

The Office Assistant assigned to the Purchasing Agent assists with assuring that all preparation for public committee meetings are made and are in order, and that all committee members are notified. Hand delivery notification to the Clerk of the Circuit Court committee member when serving, or to the Deputy Finance Clerks Office when not serving, is recommended to assure minimizing communication breakdowns.

These tasks include, but are not necessarily limited to:

1. Reservation and verification of a specific time and place for the opening/meeting including appropriate entry(s) into the Electronic Calendar, Web Page and Board Posting.
2. Contract File pulled and appropriate forms are provided in relation to the type of solicitations, such as:
  - a. Sign-in sheets for attendees. Form OF0005
  - b. Public Notice of Recommended Award for Bids and Proposals. Forms F0075 & F0076
  - c. Recommendation to Award Determination Checklist-Bids only. Form F0125
  - d. Register of Proposers. Form FO126
  - e. Register of Letters of Interest. Form FO127

\*NOTE: When a Committee needs to recess to reconvene at a later date and time then every effort should be made by the Purchasing Agent at that time, while all committee members are present, to set and schedule a future date and time with a minimum of two business days (48 hours) required public posting for the committee to reconvene for such additional activities.

3. The Meeting Room is set-up with tested tape recorder and sufficient tapes for the meeting.



All Pre-Solicitation Meetings (Pre-Bid & Pre-Proposal meetings) will be taped to meet the requirement of some public records requests, to assist the Purchasing Agents in preparing addendums, etc., and provide answers to questions which may arise from the proceedings of the meetings.

All public evaluations or committee review meetings shall be taped. Taping bid/proposal openings is optional and is suggested when contentious conditions may exist as determined by the Purchasing Agent or Purchasing Manager.

Following these guidelines will provide consistency in case file record keeping.

4. Signage, should be placed near the entry of the site (elevator if in 213 Palafox Place) directing interested parties to the specific meeting site for the particular solicitation activity.

C. Submittal Assurance from Offerors

All original shipping labels with company name and time stamp parts of submittal packages should be collected and filed in the contract file with the offerors responses.

Submittals by Bidders and Proposers shall be checked by the Purchasing Agent to assure that they are pertinent to the solicitation requirements and that they are up to date.

Typical submittals requiring assurance include:

- \$Occupational License
- \$Business License
- \$Certifications or License to perform specific services.
- \$Registration to validate authority to perform certain services.
- \$Certification of Authority to do business in the State of Florida.
- \$Any other qualifying or legal requirements.

These submittals shall be validated as applicable to the requirements of the solicitation prior to any consideration for recommendation for award.

D. Committee Minutes

See sample minutes format OF0175 for additional guidance.



Board of County Commissioners  
Office of Purchasing  
**Title: Solicitation Evaluation/Committees,  
Public Committee Meetings, Submittals,  
Committee Minutes**

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Procedure No: OM-235

Page No: 4 of 4

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After each Committee Meeting, prepare a brief summary of the minutes focusing on the highlights. For example; best and final offers, points of discussion/clarification, motion to recommend contract award and contract amendments, and other information that in the best judgment of the Purchasing Agent are useful to the Board of County Commissioners, the Management Team, County Attorney, and the general public.

These brief, but to the point, minutes will assist in preparing recommendations and serve as a point of reference, together with the taped recordings, substantiating the public record while saving hours of listening time.

\*Note: Negotiations which result in modifications to the original proposal shall be documented in Memoranda of negotiations, and, preferably, supported with a revised proposal from the offeror which clearly demonstrates their "best and final offer".

Minutes are not required when we are asked to assist in task order negotiations, simply record these negotiations.

In cases where more detailed minutes are required, please coordinate with the Purchasing Manager or the Assistant Purchasing Manager for assistance.

The purchasing agent is to assure that all offerors and expressed interested parties are promptly notified by phone, fax and/or email of such committee determinations; and, that posting of those determinations are promptly made on the board and are to be posted on the web page as applicable.