



**I. PURPOSE**

To provide orientation and guidance for Bid Evaluation Proposal Review Committees, and Selection/Negotiation Committees.

**II. SCOPE**

These guidelines and procedures apply to all Bid Evaluations, Proposal Review Committees and Selection/Negotiation Committees and should be supplemented with Escambia County Policies and Procedures of Purchasing PP060 **Source Selection**.

**III. GENERAL INFORMATION**

**A. COMMITTEE SELECTION**

Committees are appointed by the County Administrator to review Proposals and Requests for Letters of Interest in accordance with the Policies and Procedures of Purchasing. (Escambia County Code of Ordinances)

Potential Review Committee members are identified by the Office of Purchasing and the client department.

**B. RESPONSIBILITIES OF THE PROPOSAL REVIEW COMMITTEE AND THE SELECTION/NEGOTIATION COMMITTEE**

The Committee's overall mission is to develop a well-researched recommendation for award. To insure that the committee members understand their roles and responsibilities in this process, committee members should know what they can and cannot do - legally, procedurally, and ethically - during the solicitation process.

In addition to making a well-researched recommendation for award, the committee has a number of administrative and procedural responsibilities:

First, it maintains complete files and records of its own actions. Correspondence, results of reference checks, and minutes of meetings must be available in the event the committee's decision is questioned or challenged.

Second, the committee provides information and assistance to the purchasing and legal departments if protests are filed by rejected respondents.

Third, the committee conducts the evaluation and selection process in strict accordance with the procurement rules of the County ensuring that the final recommendation is without bias and defensible.



Board of County Commissioners

Office of Purchasing

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Finally, all voting members should attend all evaluation meetings (and oral presentations).

**C. ETHICS - BEHAVIORAL DO-S & DON-T-S**

Public employees must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the procurement organization.

Offerors shall be accorded fair and equal treatment regarding instructions, information, discussions and revisions of offerors as provided for in the solicitation.

Bid and proposals shall be treated with complete security and confidentiality in accordance with County Procurement Ordinances, the Office of Purchasing Policy and Procedures and Florida Statutes.

Auction techniques and disclosure of any information derived from competitive offers are prohibited.

Any breach, any information falling into the hands of competitors, may require redoing the entire solicitation.

*If in doubt, committee members should not answer questions or discuss anything that they are not clear on. These questions should be referred to Purchasing for guidance or assistance.*



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## **D. BIDS VS. PROPOSALS AND REQUESTS FOR LETTERS OF INTEREST**

1. Bid means a formal price offer by vendor to the buyer to furnish specific goods and/or services in response to an Invitation for Bids.

Bids are unconditionally accepted without alteration or correction, except as authorized by the Escambia County Code of Ordinances.

In Competitive Sealed Bidding, the lowest bid is evaluated to determine whether it is responsive and responsible: if it meets these criteria, the Purchasing Agent shall recommend award to the lowest bidder. (ergo the lowest most responsive and responsible bidder.)

2. Proposal means an executed formal document submitted to the buyer stating the goods and/or service offered to satisfy the need as requested in the proposal.

Pricing information may be submitted at various phases of the proposal, depending on what type of proposal is being used.

Proposals may be potentially accepted in that errors occurring in responses are noted; they can be corrected during negotiation if the offeror becomes a finalist.

In Competitive Sealed Proposals, although pricing is always a factor in an award, it is not the primary consideration. Recommendation for award is made to the most qualified respondent, provided that the cost is reasonable and acceptable to the County.

3. Request for Letters of Interest (RLI): means a solicitation of responses from vendors whereby vendors are invited to submit a summary of their particular qualifications and to state their interest in performing a specific job or service for the County.

From such Letters of Interest the County determines which of such vendor shall be shortlisted, interviewed and selected for final contract negotiations.



#### **IV. THE REVIEW/EVALUATION PROCESS**

##### **A. INITIAL REVIEW OF RESPONSES**

Before forwarding the solicitation responses to the review committee, the Purchasing Manager or his designee as Ex-Officio, Chairperson examines them to identify those that are clearly nonresponsive, nonresponsible, incomplete, or otherwise unacceptable. These responses are eliminated from further consideration.

##### **B. RESPONSIVENESS AND RESPONSIBILITY**

Responsiveness refers to the respondents= compliance with all the requirements of the solicitation/evaluation process.

Responsibility refers to the respondents= ability to do the work called for in the solicitation.

##### **C. INFORMALITIES**

The informality clause (boilerplate):

"The County reserves the right to waive informalities in any (bid/proposal); to reject any or all (bids/proposals), in whole or part, and/or to accept the (bid(s)/proposal(s)) that, in its judgment, is from the lowest and most responsible and responsive (bidder(s)/proposer(s))."

The informality clause allows for minor variations from the exact requirements of the solicitation if they do not affect the price, quality, quantity, or delivery of the services purchased. If insufficient information is submitted by the bidder/proposer to properly evaluate the response, the County has the right to require such additional information as it may deem necessary after the time set for receipt of bids/proposals. (Example, copy of business or professional licenses or a work schedule.)

##### **D. REJECTION OF RESPONSES**

Rejection of responses during the initial review are predominantly due to nonresponsiveness.



A number of conditions can warrant rejection of a response; among them are the following:

- The firm is suspended or debarred.
- The response violates conflict of interest laws.
- The respondent fails to submit the required bid bond or suitable alternative surety.
- The response lacks requested information (whether this is cause for rejection depends on how much the missing information affects the completeness of the response).
- The bid/proposal is received late.
- Only one response is received.
- Failure to submit the response in the required format (respondent may not have used the County's response forms).
- The lowest, most responsive and responsible bid/proposal is in excess of the funding limits.
- The information presented is so administratively inadequate based on the lack of demonstrated bidder responsibility.
- A patent irregularity or procedural flaw, which is so severe as to render the process invalid.
- Or in the event that the County determines that the need for the procurement no longer exists.

The decision to reject a response because of errors depends on the magnitude of the error, its effect on the quality of the submission, and the type of solicitation method used. Errors occurring in RFP's and RLI's are noted and may be corrected during negotiation if the offeror becomes a finalist. Errors in bids received under competitive sealed bidding are more problematic.

#### E. CORRECTIONS, ADDITIONS TO AND WITHDRAWAL OF BIDS

Corrections to errors in the extension of unit prices stated in the bid or in multiplication, division, addition, or subtraction in a bid may be corrected by the Purchasing Manager prior to award. No bidder shall be permitted to correct a bid mistake after bid opening that would cause the bidder to have the low bid, except that any bidder may correct errors in extension of unit prices stated in the bids, or in multiplication, division, addition, or subtraction. In such cases, unit prices shall not be changed. In competitive sealed bidding, errors that are not classified as clerical errors can seldom be corrected unless they are covered by the informality clause.



In competitive sealed bidding, neither partial withdrawals nor changing a unit price after bid opening are permitted and total withdrawal is permitted only if the error can be demonstrated to be a clerical error rather than an error of judgment. A bidder denied permission to withdraw a bid may accept the award at the price submitted or refuse to accept the award and forfeit any bid surety submitted.

Additional information may be requested of the bidder, after bid opening, if considered an informality by the solicitation.

**F. WHAT IS BEING SELECTED?**

The Proposal Review Committee or Selection/Negotiation Review is not only responsible for identifying technically qualified providers, but also for selecting a provider who can function as an integral part of County operations. Committee members should keep in mind that from the day service delivery begins to the end of the contract term, the contractor is part of the County: citizens perceive the contracting employees as public employees, not as members of a private corporation. The construction plans and specifications produced by an engineer working under contract have the same impact on the County infrastructure as those prepared by the County's staff.

**G. EVALUATION CRITERIA**

The principle of fair and open competition in public procurement prohibits the use of any evaluative criteria other than those listed in the solicitation. These criteria must be applied to the responses without change, deletion or expansion.

*A protest from an offeror whose offer was rejected or down-graded by a committee using criteria not identified in the published solicitation has an excellent chance of success.*

**V. EVALUATION OF COMPETITIVE SEALED BIDS**

The Purchasing Agents' purpose is to develop a recommendation for award.

Because an award under competitive sealed bidding procedures is made to the lowest most responsive and responsible bidder and negotiations on price or service delivery method are not permitted, the evaluation procedure is somewhat simpler than that for competitive negotiation.



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## **BID EVALUATION PROCESS**

The bids are opened publicly, in the presence of two or more witnesses, at the time, date, and place designated in the Invitation for Bids. The name of each bidder, the bid price, and such other information as is deemed appropriate are read aloud or otherwise made available. All persons present at the bid opening shall sign the attendance sheet. The bids are then made available for inspection by the public. The Purchasing Agent tabulates and evaluates the bids to determine the lowest most responsive and most responsible bid meeting the specifications.

The bid tabulation is prepared and reviewed by the Purchasing Manager or his designee to determine the lowest most responsive and most responsible bidder.

When the client department and the Office of Purchasing have completed the bid evaluations and documented the information on the Recommendation to Award Determination Checklist Form #F0125, with appropriate background information from the department, the Office of Purchasing will immediately post the Public Notice of Recommended Award Form #F0075 for a two full business day Forty-Eight (48) hour period. The Purchasing Manager or his designee will prepare a recommendation for contract award to the BCC.

Note: The need for discussion/public meetings on bids shall be made on a case by case basis. Rarely a discussion will be needed on a bid 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. Such meetings shall be recorded and documented in minutes as outlined in OM235.

Note: The Office of Purchasing prepares recommendations for contract award through the County Administrator's Report (CAR). Any Department background such as the Recommendation to award checklist, attachments and Statement of work must be submitted in a timely fashion or the recommendation will be scheduled for the next County Administrator Report. Add on recommendations will require the approval of the Purchasing Manager (or his designee) and the County Administrator (or his designee).

Recommendations after contract award, typically Contract Administration matters such as amendments, change orders, assignments and task orders are to be prepared by the Department with assistance from the Office of Purchasing.



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The recommendation for award is reviewed and signed by the Purchasing Manager and forwarded to the County Administrator for final review, concurrence, and submission to the Board of County Commissioners for contract award.

Upon approval by the Board of County Commissioners, the Purchasing Agent issues a Certification of Award and requests any required insurances certificates, bonds or other contractual documents from the vendor for post award compliance.

Upon receipt of these documents, the purchase order and/or contract is prepared, signed, and issued; and the Purchasing Agent certifies this to the Contract Administrator.

## **VI. EVALUATION OF REQUEST FOR PROPOSALS AND REQUESTS FOR LETTERS OF INTEREST**

The duty of the committee is to evaluate the responses, select a finalist or finalists, and make a recommendation for award of the contract.

All committee meetings are to be held in accordance with Florida Statutes on Sunshine Meetings, which shall be recorded and documented in minutes as outlined in OM235.

The committee usually includes the project manager and/or another person experienced in the service area, a manager from the client department responsible for the service, the contract manager and a representative from the finance or budget department.

Representatives from the Office of Purchasing and Legal participate as ex-officio members. Their non-voting status is necessary because their future possible roles as mediators of protests, contract disputes enforcers of contract provisions, and initiators of litigation against a contractor may require them to render impartial decisions.

The committee may also include advisory non-voting members such as consultants, citizens, or members of governing body advisory committees. In the case of a major service with high visibility or one that significantly affects residents of the County, a mix of government representatives and citizen representatives may be desirable and adds credibility of committee recommendations.

*Selecting a contractor can be compared to hiring managers and support staff for a new department. Selecting the wrong contractor can be just as damaging to the effectiveness and reputation of the County as providing inefficient and inexperienced in-house staff to deliver the service.*

### **SPECIAL RESPONSIBILITIES**

In addition to the responsibilities of the Committees previously outlined, certain Special Responsibilities are fulfilled by individual committee members.



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The project manager and/or service specialist evaluate experience and conduct reference checks on respondents previous service; and to assess the respondents staff, management and equipment to do the work. In competitive negotiation, the project manager /service specialist identifies those respondents who propose an acceptable delivery method.

The contract manager determines whether the respondents qualifications, met the published requirements; investigates prior contractual relationships with management of references provided; assists the project manager/service specialist in the review of the respondents performance with other organizations; and, investigate any problems, disputes, or claims in other contracts listed as references.

The finance/budget department member(s) serve(s) as the financial specialist to the panel. Duties may include calculating total contract costs, the respondents financial condition, and comparison of proposed contract prices to the cost of existing (or similar) services.

Members of the Purchasing and Legal departments ensure that the committee follows the procedures, ordinances, rules, statutes and laws; and provide advice on whether enough evidence exists to support rejection of a respondent as non-responsive or non-responsible. Additionally, these members review the committees award recommendation to make sure it meets applicable legal and procurement guidelines.

## **THE PROPOSAL PROCESS**

The Proposals and Letters of Interest are publicly opened, in the presence of two or more witnesses, at the time, date and place designated in the Request for Proposals or Request for Letters of Interest. The name of each offeror, a description sufficient to identify the supply or service, and such other information as is deemed appropriate are made available. All persons present at the opening shall sign the Attendance sheets. The proposals or Letters of Interest are then made available for inspection by the public in accordance with the ten (10) day disclosure rule.

The Purchasing Agent, in cooperation with the using department, tabulates the proposals/letters; and guides the Proposal Review Committee/Selection Negotiation Committee in their activities as ex-officio non-voting chair of the committee.



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**PROPOSALS:** The Purchasing Agent coordinates with the Proposal Review Committee, when necessary, discussion with those vendors submitting proposals that are acceptable or potentially acceptable. The Purchasing Agent with the Proposal Review Committee conducts discussions with offerors to promote an understanding of the County's requirements and the offeror's Proposal and to facilitate arriving at a contract that will be most advantageous to the County, taking into consideration price and other evaluation factors set forth in the Request for Proposals.

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".

**REQUESTS FOR LETTERS OF INTEREST:** (Governed by FS 287.055) Consultants Competitive Negotiations Act (CCNA) The Purchasing Agent coordinates with the Selection/Negotiation Committee Meetings in which committee determines acceptable or potentially acceptable submittals from firms. The Committee shall short list the responses, hold discussions with short list firms to promote an understanding of the County's requirements and the offeror's letter/discussions to determine ranking of those offerors taking into consideration the evaluative factors set forth in the Request for Letters of Interest. The Purchasing Agent is responsible for contacting the offering firms to debrief them on the ranking and reasons why the committee made those determinations; and, to assure that appropriate board and web page postings are made. The committee then enters into negotiating a contract with the highest ranking firm. If not successful with #1 then committee terminates negotiations and enters into negotiations with the #2 ranked firm or subsequent ranked firm(s) until a contract is negotiated.

#### RANKINGS-NEGOTIATIONS-RECOMMENDATIONS-AWARD

1. Project Specific - Single Award

Solicitation/Contracts with a specific scope of work and timetable shall be recommended for award in a Lump Sum amount to the highest ranked firm. In negotiations, if not successful with #1 then committee terminates negotiations and enters into negotiations with the #2 ranked firm, or subsequent ranked firms until a contract is negotiated.

2. Indefinite Quantity/Indefinite Delivery/Continuing Contracts - Multiple Awards

Solicitation/Contracts for Indefinite Quantity/Indefinite Delivery/Continuing Contracts, if this process is published in the Request for Letters of Interest, may be recommended for award to multiple providers on individual firm negotiated fee schedules. Task orders shall be negotiated in Lump Sum amounts.

After ranking the firms (usually a short or long list of anticipated providers) the County may enter into negotiations with each firm providing that the same fee formula is used with all firms to negotiate specific fee schedules with each firm. The Purchasing Agent is responsible for contacting the offering firms to debrief them on the ranking and reasons



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why the committee made those determinations; and, to assure that appropriate board web page postings are made. If a firm does not abide by the formula or negotiations are unsuccessful for any other reason, then the County will terminate negotiations with that firm and only recommend award to the firms with whom successful negotiations were accomplished.

Note: The Office of Purchasing prepares recommendations for contract award through the County Administrator's Report (CAR).

Any Department background such as the Recommendation to award checklist, attachments and Statement of work must be submitted in a timely fashion or the recommendation will be scheduled for the next County Administrator Report. Add on recommendations will require the approval of the Purchasing Manager (or his designee) and the County Administrator (or his designee).

Recommendations after contract award, typically Contract Administration matters such as amendments, change orders, assignments and task orders are to be prepared by the Department with assistance from the Office of Purchasing.

The recommendation for award is reviewed and signed by the Purchasing Manager and forwarded to the County Administrator for final review, concurrence, and submission to the Board of County Commissioners for contract award.

Upon approval by the Board of County Commissioners, the Purchasing Agent prepares a Certification of Award Letter to be reviewed and signed by the Purchasing Manager. The Award Letter requests any required insurance certificates, bonds or other contractual documents from the vendor for post award compliance. Upon receipt of these documents, the purchase order and/or contract is prepared, signed, and issued; and the Purchasing Agent certifies this to the Contract Administrator.



## **VII EVALUATIVE CRITERIA AND SCORING**

Evaluative criteria shall be published in the Request for Proposals and Request for Letters of Interest.

Typical criteria may include (but is not limited to):

1. Background experience and technical expertise
2. Qualifications of the team (credentials and experience)
3. Understanding the project
4. Approach and work sequence to implement the project
5. Recognition, understanding, capability and resources to meet proposed schedule.
6. Proposal (RLI) format and clarity relative to project specific needs
7. Verbal communications and presentation capabilities of the team members
8. Fees

In Requests for Proposals fees may be offered anywhere in the requested response format. However, Requests for Letters of Interest, as used by the County in conformance to FS 287.055, the Consultants Competitive Negotiations Act (CCNA) do not provide for fee submittals by the offeror until the negotiations phase.

In addition to specific evaluative criteria such as those cited above, it should be further noted that RLIs which are CCNA driven should include the evaluative criteria from FS 207.055 no less than by reference; but, the actual printed details of qualification evaluative criteria as provided for in FS 287.055 (1) (b) is preferred, and they are:

- "In determining whether a firm is qualified, the agency shall consider such factors as:  
the ability of professional;
- whether a firm is a certified minority business enterprise;
- past performance;
- willingness to meet time and budget requirements; location;
- recent, current and projected workloads of the firms;
- and, the volume of work previously awarded to each firm by the agency, or the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle selection of the most highly qualified firms."



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Committee evaluation of the offerors shall be by consensus of opinion of the committee and scoring may be by discussion in determining the most qualified firms and the ranking of the most qualified firms.

Consensus of opinion may be achieved through discussions of each firm relative to the evaluative criteria and voted on by the committee without the use of weighted, published score sheets. Weighted score sheets may be used and typical examples may be found in the following forms:

Form OF0085 Sample Screening Evaluation

Form OF0080 Sample Interview Evaluation

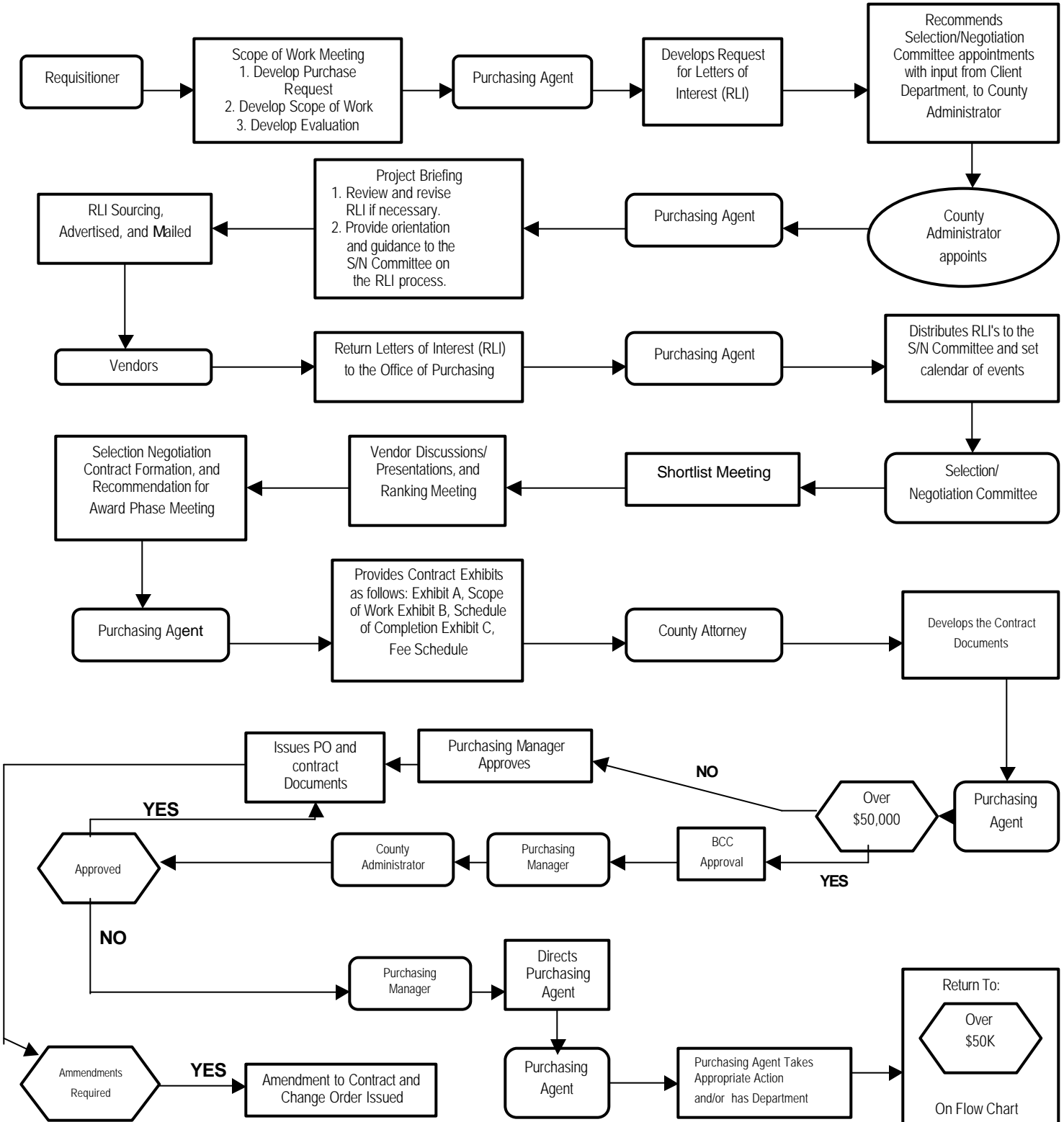
These forms are only examples of weighted evaluations which are used with the appropriate evaluation criteria as published in the solicitation and careful consideration should be given to weighting the evaluation criteria (elements/factors).

**NOTE:** The use of weighting methodology can be highly suspect and should be used judiciously and logically. Individual judgments concerning factors may differ, and therefore highly controversial. For instance, if experience were weighted too heavily, the award might go to the offeror with the most experience but not necessarily the best answer to the problem. Further, it is possible to prejudice the award through improper weighting.



VIII.

**REQUESTS FOR LETTERS OF INTEREST (RLI)  
 PREPARATION/ROUTING PROCESS**





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## **IX. APPENDIX I**

- Planning Schedule for Selection/Negotiation Project
- Sunshine Meetings
- Agenda for Client Department and Purchasing for Scope of Work Meeting (Non Sunshine)
- Agenda for Selection/Negotiation Committee (Non Sunshine) for Project Briefing
- Agenda for Selection/Negotiation Committee (Sunshine) for Shortlisting
- Selection/Negotiation Committee Standard Motion for Shortlisting
- Order of Appearance for Vendor Discussions/Presentations Shortlisted Firms
- Time Allowed to Each Shortlist Firm for Discussion/Presentation/Q.A.
- Agenda for Selection/Negotiation Committee for Discussions/Presentations (Sunshine)
- Attendance of Voting Members
- Motion of Ranking of Firms
- Agenda for Selection/Negotiation Committee for Negotiations (Sunshine)



**Board of County Commissioners, Escambia County Florida  
 Administrative Services Division  
 Office of Purchasing  
 Planning Schedule For  
 Selection/Negotiation Project**

<b>PROJECT TITLE:</b>			
	<b>DATE</b>	<b>TIME</b>	<b>ROOM</b>
<b>SCOPE OF WORK MEETING:</b>			
<b>APPOINT S/NC</b>			
<b>PROJECT BRIEFING</b>			
<b>PROJECT ADVERTISED</b>			
<b>LOI'S TO BE RECEIVED</b>			
<b>SHORTLISTING</b>			
<b>PRESENTATIONS</b>			
<b>NEGOTIATIONS</b>			

\*NOTE: When a Committee needs to recess until 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 for the committee to reconvene for such additional activities.



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## SUNSHINE MEETINGS

**"All meetings of any board commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the constitution, at which official acts are to be taken are declared to be public meeting open to the public at all times . . . ."**

**§286.011 (1), Fla.Stat.**

- 1. Members of public body - includes subordinate boards & committees**
- 2. Official action - includes all steps of decision making, i.e., discussion, debate, deliberation recommendations. Does NOT include receipt of advice or expertise from non-member of board or committee, or pure fact-finding**
- 3. Open meeting - public given adequate opportunity to learn and attend; Written minutes filed**
- 4. Procedural requirements -  
Notice - how; content; recessed meeting; emergencies**

**Open - physically leave the door open to the meeting room to provide total accessibility to public; no discrimination; facility and communications accessible by persons with disabilities**

**Minutes - promptly made; public records**

- 5. Rights of public - no general right to participate; public's conduct may be regulated**

- 6. Enforcement -**

**Civil - invalidation of action; injunction; general relief; attorneys fees**

**Civil infraction - noncriminal offense; fine up to \$500**

**Criminal violation - if willful, fine up to \$500 &/or imprisonment up to one year.**



**AGENDA  
FOR  
CLIENT DEPARTMENT AND PURCHASING  
FOR  
SCOPE OF WORK MEETING (NON SUNSHINE)  
RLI# \_\_\_\_\_**

- 1. CALL TO ORDER AND ANNOUNCE THE FOLLOWING:**
  - a. Day, date, time and place of meeting**
  - b. Purpose of meeting**
  - c. Circulation of Sign-In Sheet**
  
- 2. STAFF MEETING TO DEVELOP PROJECT.**

**Scope of Work, Evaluate Criteria and Requisition provided by the using department.**

**Development of parts of the RLI do not require a motion to be voted upon. The S/N Committee membership, sourcing, advertising and submittal dates usually determined in this meeting.**
  
- 3. ADJOURN MEETING (motion and vote not required)**



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**AGENDA  
FOR  
SELECTION/NEGOTIATION COMMITTEE (NON SUNSHINE)  
FOR  
PROJECT BRIEFING  
RLI# \_\_\_\_\_**

- 1. CALL TO ORDER AND ANNOUNCE THE FOLLOWING:**
  - a. Day, date, time and place of meeting**
  - b. Purpose of meeting**
  - c. Circulation of Sign-In Sheet**
  
- 2. STAFF BRIEFING TO REVIEW PROJECT.**

**Draft copies of RLI should have been distributed to S/NC members in advance of meeting.**

**Corrections, additions and/or deletions to the RLI do not require a motion to be voted upon. Insurance requirements are established by Risk Management.**

**S/N Committee is briefed on the RLI process. Handouts and discussion of the process.**
  
- 3. ADJOURN MEETING (motion and vote not required)**



**AGENDA  
FOR  
SELECTION/NEGOTIATION COMMITTEE (SUNSHINE)  
FOR  
SHORTLISTING  
RLI# \_\_\_\_\_**

- 1. CALL TO ORDER AND ANNOUNCE THE FOLLOWING:**
  - a. Day, date, time and place of meeting**
  - b. Purpose of meeting**
  - c. Quorum of voting members is present (over 50 % minimum of voting members)**
  - d. Circulation of Sign-in sheet**
- 2. S/N COMMITTEE ANALYSIS OF LOI-S.**
- 3. S/N COMMITTEE DETERMINES NUMBER OF FIRMS TO BE SHORTLISTED.**
- 4. S/N COMMITTEE VOTE.**
- 5. S/N COMMITTEE DETERMINES LENGTH OF DISCUSSIONS/PRESENTATIONS &/OR Q&A.**
- 6. S/N COMMITTEE DETERMINES ORDER OF PRESENTATION.**
- 7. DETERMINE IF S/NC REQUIRES ADDITIONAL INFORMATION FROM FIRMS (be certain to provide information to S/NC prior to next meeting).**
- 8. RECESS MEETING (motion and vote not required)**



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**SELECTION/NEGOTIATION COMMITTEE  
STANDARD MOTION  
FOR  
SHORTLISTING**

**MOTION TO ACCEPT THE SHORTLISTED FIRMS AS A RESULT OF  
VOTING MEMBERS OF THIS SELECTION/NEGOTIATION COMMITTEE, AND TO  
INVITE EACH FIRM TO MAKE PRESENTATIONS ON A DATE, (TYPICALLY  
ARRANGED AT THIS MEETING.)**



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**ORDER OF APPEARANCE  
FOR VENDOR DISCUSSIONS/PRESENTATIONS  
SHORT LISTED FIRMS**

**THE ORDER OF APPEARANCE AS DETERMINED BY THE S/N COMMITTEE. NORMALLY THIS IS ACCOMPLISHED BY DRAWING LOTS. SIMPLY WRITE NUMBERS 1 THRU THE TOTAL NUMBER OF FIRMS SHORTLISTED ONTO PIECES OF PAPER, FOLDED AND DRAWN AT RANDOM. THE FIRST NUMBER DRAWN (e.g.3) INDICATES THE PLACE IN THE ORDER (THIRD) FOR THE FIRST FIRM ON THE LIST OF SHORTLISTED FIRMS. ALL PLACES ARE DRAWN UNTIL THE ORDER IS COMPLETE.**



**TIME ALLOWED TO EACH SHORTLISTED FIRM  
FOR  
DISCUSSION/PRESENTATION/Q.A.**

**ESCAMBIA COUNTY'S STANDARD PRACTICE IS TO ALLOW DISCUSSIONS/PRESENTATIONS/Q&A STRUCTURED WITHIN A 30 TO 60 MINUTE TIME FRAME. THE FORMAT SHOULD BE STATED TO EACH FIRM BEFORE DISCUSSIONS/PRESENTATIONS BEGIN, AND INTRODUCE THE PERSON DESIGNATED AS TIME-KEEPER. THE FIRM SHOULD BE ADVISED WHEN 5 MINUTES AND 2 MINUTES REMAIN IN THE ALLOTTED TIME. THE CHAIR COULD ASK THE FIRM TO CONTINUE THE FINAL REMARKS AS THE FIRST QUESTION INTO THE Q & A TIME AS APPLICABLE THE Q & A TIME, IF APPLICABLE, MUST BE ADHERED TO AS STIPULATED. REMEMBER THERE ARE FIRMS WAITING FOR THEIR TURN, AND ARE EXPECTING FAIR TREATMENT. THE TIME ALLOWED FOR DISCUSSION/PRESENTATION MUST BE RIGIDLY ADHERED TO. THIS IS AN AREA FOR PROTEST POTENTIAL.**



**AGENDA  
FOR  
SELECTION/NEGOTIATION COMMITTEE  
FOR DISCUSSIONS/PRESENTATIONS (SUNSHINE)  
RLI # \_\_\_\_\_**

- 1. CALL TO ORDER AND ANNOUNCE THE FOLLOWING:**
  - a. Day, date, time and place of meeting**
  - b. Purpose of meeting**
  - c. Quorum of voting members is present**
  - d. Circulation of Sign-In Sheet**
- 2. DISCUSSION/PRESENTATION BY FIRMS. (As each enters ask for business cards for Minutes, explain time allowed and introduce timekeeper. Do not allow any firm to continue discussion/presentation after the allotted time).**
- 3. VOTE. To determine ranking.**
- 4. MOTION TO RECOMMEND RANKING, TO BOARD, AND AUTHORIZE S/NC TO NEGOTIATE AGREEMENT.**
- 5. RECESS MEETING (motion and vote not required).**



Board of County Commissioners

Office of Purchasing

**Title: Guidelines for Bid Evaluations,  
Proposal Review Committees, and  
Selection/Negotiation Committees**

Effective Date: 04/13/04    Supersedes Date: 07/19/02

**Operations Manual**  
Procedure No: OM-325

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### **ATTENDANCE OF VOTING MEMBERS**

**IT IS THE PRACTICE OF S/N COMMITTEES THAT ANY  
VOTING MEMBER ABSENT FROM THE BEGINNING OF  
THE PRESENTATIONS WILL NOT BE ALLOWED TO  
COME IN AT A LATER TIME AND VOTE. PLEASE USE  
DISCRETION HERE AND MAKE AN EFFORT TO DETERMINE  
AVAILABILITY OF EACH VOTING MEMBER, If ABSENT AT  
TIME TO BEGIN THE MEETING.**



**MOTION FOR RANKING FIRMS**

**MOTION TO RECOMMEND ACCEPTANCE OF THE RANKING OF FIRMS**

**AND TO AWARD A CONTRACT WITH THE FIRST RANKED FIRM**

**(NAME OF FIRM) IN THE AMOUNT OF \$\_\_\_\_\_ AS NEGOTIATED BY  
S/N COMMITTEE.**

**NOTE:        CONTRACT AMOUNT IS DERIVED FROM THE FIRMS  
BEST AND FINAL OFFER AS REQUESTED BY THE  
S/N COMMITTEE.**

**NOTE:        SAMPLE OF ATTORNEY-S STANDARD FORM OF  
AGREEMENT SHALL BE PROVIDED TO #1 RANKED  
FIRM PRIOR TO NEGOTIATIONS.**



**AGENDA  
FOR  
SELECTION/NEGOTIATION COMMITTEE FOR  
NEGOTIATIONS (SUNSHINE)  
RLI# \_\_\_\_\_**

- 1. CALL TO ORDER AND ANNOUNCE THE FOLLOWING:**
  - a. Day, date, time and place of meeting**
  - b. Purpose of meeting**
  - c. Quorum of voting member is present**
  - d. Circulation of Sign-In sheet**
  
- 2. REVIEW TERMS OF AGREEMENT NEGOTIATED BY THE S/NC O INCLUDE SCOPE OF SERVICES, FEE AND TIME OF PERFORMANCE, ETC.**  
  
**EXHIBITS SHALL BE NEGOTIATED AND PROVIDED IN ACCORDANCE WITH THE ATTORNEY-S STANDARD FORM OF AGREEMENT.**
  
- 3. VOTE TO APPROVE THE OFFER.  
ASK FOR BEST AND FINAL OFFER FROM FIRM.**
  - a. Best and final offer from firm.**
  - b. Formal acceptance of the offer by committee vote.**
  
- 4. ANNOUNCE ACTION THAT WILL BE TAKEN TO POST COMMITTEE DETERMINATION AND PREPARE AGENDA RECOMMENDATION TO BOARD.**
  
- 5. ADJOURN MEETING (motion and vote not required)**