

Procurement Under Request for Proposals

WAHA Fall Conference
September 20, 2011

Agenda

- Procurement Regulations – Basics
 - Administration / Record Keeping / Policies
- Procurement Planning
- Methods of Procurement
- Competitive Proposals / Non-Competitive Proposals
 - Rating and Ranking
- Sealed Bids: Responsive and Responsible Bids
- Section 3
- Davis Bacon

Basics of Procurement



- **24 CFR 85.36**
 - Governs procurement activities at PHAs
- **PHA's Procurement Policy & Procedures**
 - Sets directives & administrative responsibilities
- **Procurement Handbook for PHAs 7460.8 REV 2 dated February 2007**
 - Provides administrative & managerial guidance
- **PIH Notices and other guidance**
 - Provides additional directives
- **State and local laws**
 - If more stringent, overrides Federal Law except for specific provisions found in the American Recovery and Reinvestment Act (ARRA) of 2009

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Procurement Handbook for PHAs

- Applies to PH programs: Operating, Capital and Recovery Funds, Development and Special Grants
- Reflects the new \$100,000 Federal Simplified Acquisition Threshold per April 19, 1995, Federal Register Notice
- Establishes a \$2,000 limit for Micro Purchases
- Provides *exemption to HUD review of specific contract actions* provided:
 - PHA self-certifies that their procurement systems meets regulatory requirements per §85.36(g)(3)(ii)
 - HUD reviews procurement system and then certifies PHA per §85.36(g)(3)(i)
- Provides a streamlined method for determining price/cost reasonableness
- E-Procurement allowed
- Provides listing of forms, including new clauses for Small Purchases

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Procurement Roles



- **Role of PHAs:**

- Implement and manage their programs in accordance with program requirements
- May request HUD review of procurement systems
- May self-certify that their procurement system meets HUD requirements



- **Role of HUD:**

- Review PHA procurement system upon request by PHA
- Perform post-procurement reviews

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Procurement Authority

- **Executive Director has first line of authority unless he/she assigns all or a portion of that responsibility to PHA staff based on the organization and staffing levels of the PHA**
 - Delegations must specify monetary limits & types of actions allowed, including re-delegations
- **ED or Contracting Officer (CO) has full authority to procure and execute contracts on behalf of the PHA**
- **Board of Commissioners**
 - Provide only general oversight role of procurement activities at PHA through board meetings
 - Should not be directly involved in the process of selecting vendor/contractor
 - May set up a contract concurrence process under the Procurement Procedures, if desired, for certain actions which exceed a specified threshold

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Procurement Policy & Procedures

- Ensure that a PHA is acting legally and with integrity in its daily operations by providing regulatory and administrative oversight of all procurement activities
- The Policy...
 - Adopted by the Board of Commissioners per ACC
 - Identifies specific regulatory aspects of the procurement process
- The Procedures...
 - Adopted by the ED
 - Standard Operating Procedures that implement the policy

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Administrative requirements for grantees

- Use their own procurement procedures which reflect applicable State and local laws and regulations per §85.36(b)(1)
- Maintain a contract administration system per §85.36(b)(2)
- Maintain a written code of standards of conduct governing performance in the award and administration of contracts per §85.36(b)(3)
- Have procedures which provide for a review process to undertake economical procurements per §85.36(b)(4)

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Grantees will also...

- Make awards only to *responsible contractors* possessing the ability to perform successfully under the term and conditions of a proposed procurement per §85.36(b)(8)
- Maintain records sufficient to detail the significant history of a procurement per §85.36(b)(9), including
 - Rationale for the method of procurement,
 - Selection of contract type,
 - Contractor selection or rejection, and
 - The basis for the contract price.
- Alone be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements per §85.36(b)(11), including protests, disputes and claims
- Have protest procedures to handle and resolve disputes relating to their procurements per §85.36(b)(12)

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Applicability of State and local laws

- Per §85.36(d)(1), the Federal Simplified Acquisition Threshold is < \$100,000.
- HAs need to secure local legal advice on applicability of State and local laws
- The most stringent law applies ...ALWAYS!

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PHAs must have a Contract Administration System!

- **Purpose:** Ensures that contractors perform in accordance with the terms, conditions, and specifications.
- **Applies to all contracts awarded - whether formal or not - under:**
 - Small Purchase Procedures (SPP)
 - Invitations for Bids (IFB)
 - Request for Proposals (RFP)
 - Request for Qualifications (RFQ)



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Documentation

- Each significant action of every procurement must be properly documented by the PHA.
- Per §85.36(b)(9), the **records maintained must be sufficient to detail the significant history of a procurement, including:**
 1. *Rationale for the method of procurement used*
 2. *Selection of contract type*
 3. *Selection/rejection of contractor*
 4. *Basis for contract price*
- Per §85.42, **PHAs shall keep records a min. of 3 yrs from the date of the last expenditure.**
- Per §85.36(i)(11), **contractors shall keep records 3 yrs. after final payment is made.**



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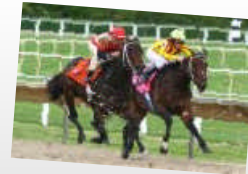
Sample of records...



- Independent estimate!
- Rationale for procurement method employed for each procurement action
- Selection of contract type for other than a typical procurement
- Contractor's selection or rejection
- Abstract of offers made
- Copies of newspaper advertisements
- List of vendors
- Calculation of low bid
- Detail of negotiations
- Price or Cost Analysis

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Competition



- Per §85.36(c)(1), all procurement transactions must be conducted in a manner providing full an open competition.
 - Examples of restrictive actions include...
 - Unreasonable qualification requirements on firms
 - Requiring unnecessary experience or excessive bonding
 - Non-competitive awards to consultants on retainer contracts
 - Organizational conflicts of interest
 - Specifying only a brand name product
- Per §85.36(c)(3), grantees will have written selection procedures for procurement transactions.

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Exceptions to Competition

- The procurement regulations @ §85.36(d)(4)(i)(B) for noncompetitive-type proposals *allow* PHAs to categorize as either an emergency or a public exigency those work items that...
 - Cannot be solicited in a competitive manner (e.g., award of a contract is not feasible under informal bids, sealed bids or competitive proposals) *because time is of the essence!*
- Emergencies: An *unforeseen or unpreventable* event or occurrence which threatens the life, health and safety of the residents of the properties managed by the PHA
- Public Exigency: An urgent condition affecting the PHA at large or the community where the PHA is located, such as damage caused by a natural disaster or civil/political unrest

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Emergencies & Public Exigencies

- Not discussed in Procurement Handbook
- Emergencies:
 - Section 11 of the ACC allows PHAs to incur in *unbudgeted emergency expenditures* to eliminate serious hazards to life, health and safety
 - Addressed in sample Procurement Policy
- HUD approval is not required; however, PHAs must document use under the noncompetitive solicitation process. Otherwise, the PHA must competitively bid work per procurement regulations @ §85.36.
 - Signed certification summarizing action

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Procurement actions by PHAs deemed to restrict competition



- Geographic Restrictions to quotes/solicitations except for A/Es
- Limiting “Competitive Range” to “top 3” offers for competitive-based procurements
- Mandatory attendance at pre-bid conference
- Closed specifications which request a specific product by *brand name* “only” or either can only be met by one product

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Procurement Planning



- For each procurement action planned, *identify* the Scope or Statement of Work (SOW) and type of contract.
 - Short-Term vs. Long-Term Needs per PNA
- Consider the time restraints:
 - Urgency
 - Type and size of the job
 - Market conditions
- Develop a price estimate (e.g., ICE) for each procurement action planned before advertising...its confidential!
- Identify the source and availability of funds:
 - Operating vs. Capital Funds or other
- Develop a schedule for actions planned with due date.

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Some basic requirements...



- PHAs can not place unreasonable requirements on firms or other entities.
- PHAs can not negotiate with lowest bidder on a sealed bid contract.
- PHAs can not break down services estimated to cost over the \$100,000 Federal Simplified Acquisition Threshold (or the established Small Purchase Threshold at the PHA) into several purchases to circumvent regulations (referred to as “bid splitting”) *except as justified* to provide opportunities to MBE/WBE, etc.
- Contracts shall not exceed a period of five years, including options for renewal or extensions.

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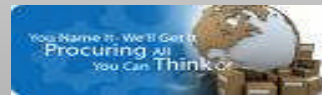
10 Basic Procurement Steps

1. Develop a Statement of Work (SOW)
2. Complete an Independent Cost Estimate (ICE)
3. Determine rationale for procurement method
4. Solicit & receive quotes/bids/proposals
5. Determine responsive/responsible bidder, as applicable
6. Determine price reasonableness
7. Award contract for solicitation
8. Implement contract administration system
9. Close out the contract
10. Maintain records for min. of 3 years

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The Procurement Methods

- The regulations @ §85.36(d) outline four basic procurement methods to be used by PHAs based on the Federal Simplified Acquisition Threshold:
 1. Small Purchase Procedures (Informal;<\$100K)
 2. Sealed Bids (Formal)
 3. Competitive Proposals
 4. Noncompetitive Proposals



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Informal vs. Formal Procurement

- **Informal Procurements:**
 - Used when the estimated dollar value of the procurement activity planned is less than the PHA's Small Purchase Threshold
 - Any procurement method may be used (4 types)
 - Public advertisement is *not required!*
- **Formal Procurements:**
 - Used when the estimated dollar value of the procurement activity planned equals or exceeds the PHA's Small Purchase Threshold
 - Any procurement method may be used except SPP
 - Public advertisement is *required!*

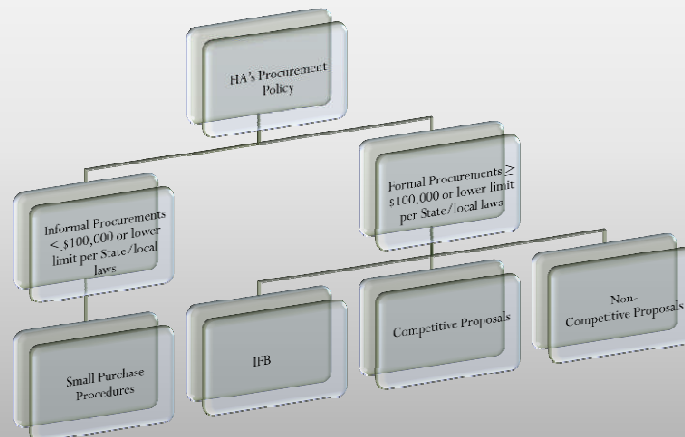
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Procurement Levels

- A typical sample distribution for Informal Procurements as recommended in the Procurement Handbook is:
 - < \$50 - **Petty Cash Purchases**
 - \$0 to \$2,000 - **Micro Purchase**
 - \$2,001 to \$100,000 (or as adopted by PHA) – **Small Purchases**
- **If procurement action is estimated to cost more than Small Purchase threshold, then it must be formally procured in the open market!**
 - Sealed Bids, Competitive and Noncompetitive Proposals

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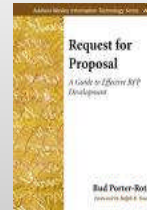
Procurement Matrix for PHAs



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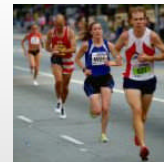
Two types of Proposals

- **Competitive Proposals**
 - The market *guarantees* adequate competition
- **Noncompetitive Proposals**
 - The market does not support competition
 - Single or sole source items/services
 - Emergencies and Public Exigencies



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When to use Competitive Proposals



1. Conditions require the use of the method, such as unclear or incomplete specifications.
2. Action is based on technical merits and price.
3. There are 2 or more qualified offerors in the market
4. Cannot award a firm fixed-price contract (e.g., IFB).
5. Formal procurement used when the cost estimate is *more than* the \$100,000 Federal regulatory threshold or the limit specified in the PHA's Procurement Policy.

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Competitive Proposals

Competitive-Based Proposals

- Identified as Request for Proposals (RFP)
- Used for procuring professional and consulting services, *including A/E professional services*
- **Price** is considered as one of the selection factors!

Qualifications-Based Proposals

- Identified as Request for Qualifications (RFQ)
- *Procedure can only be used for the selection of A/Es*
- **Price** is not used as a selection factor!



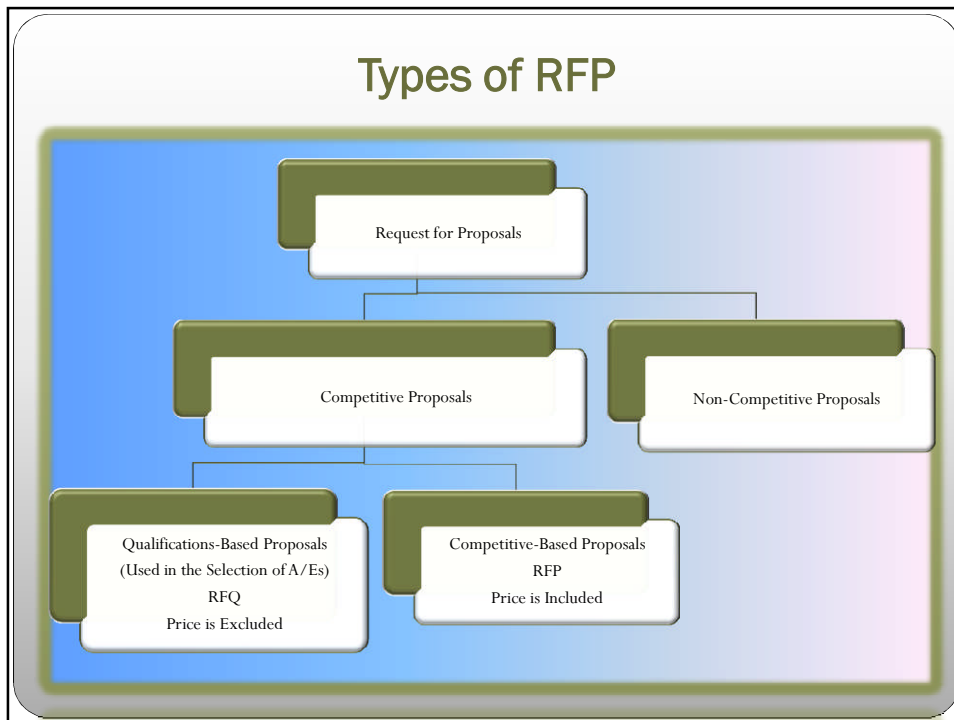
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Competitive Proposals (cont.)

- **Competitive-Based Proposals (or RFP)**
 - *Price is part of the evaluating factors outlined!*
 - A competitive range is determined based on both price and qualifications; if the best ranked firm is not selected, then negotiations are held and a reassessment performed once again prior to selecting the best ranked firm.
- **Qualifications-Based Proposals (or RFQ)**
 - Only allowed for the selection of A/E firms and selection of partner for public/private partnerships.
 - *Price is not part of the evaluating factors outlined!*
 - The competitive range is based only on the qualifications of the responding entities, the top contender is selected, and *price negotiated thereafter*.

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Types of RFP



General requirements for Competitive Proposals

- Evaluation Factors and their *relative weight* must be included in the RFP/RFQ format and referenced in the advertisement.
- The PHA must establish an Evaluation Committee to review technical factors.
- Price is always a factor but it *may or may not* be a weighted evaluation factors.
- Where price is part of the scoring process, a Price or Cost Analysis must be part of the evaluation report issued by the Evaluation Committee.
- Profit must be negotiated as a separate element of the contract.

The Competitive Proposal Process...four basic steps!



1. Advertise & receive proposals (RFP/RFQ)
2. Evaluate qualifications, with or without price
3. Negotiate the price, if applicable
4. Award the contract agreement to the top ranked entity with the best qualifications, price considered!

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Issuing Competitive-Based Proposals

- Develop a detailed SOW
- Develop/reassess the ICE
- Develop the applicable Evaluation Factors, *including price*, and the award criteria
- Publicly advertise the RFP
 - Local, state and national newspapers, trade periodicals, etc.
 - Mail advertisement to potential entities or firms
- Hold a pre-proposal conference, if deemed necessary
- Issue addenda, if necessary
- Receive proposals
 - *Do not open publicly!*
 - Time-date stamp and safeguard

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CBPs (cont.)

- **Evaluating Committee evaluates proposals using one of two methods to rank potential entities (procedure employed must be identified in advertised RFP):**
 - **Price is part of the initial evaluation factors!**
 - Points are assigned to the “price” based on its relative importance to the points assigned to the other technical factors.
 - *Evaluation of factors is a one-step process.*
 - **Trade-off method where price is secondary!**
 - A technical evaluation of the qualification factors, *excluding price*, is done first, followed by a final evaluation considering price.
 - *Evaluation of factors is a two-step process.*
- **Evaluation Committee issues the Evaluation Report**
 - Lists the final ranking of the offerors by technical merit, *including price*.

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CBPs (cont.)

- **Evaluating Committee develops the negotiation objectives to be used by the CO in the reassessment of proposals.**
- **Contracting Officer determines the limit of the competitive range (cut-off) and either...**
 - **Proceeds to negotiate with the best ranked offerors, or**
 - **Awards contract to top ranked offeror without negotiations provided such procedure is clearly outlined in the RFP, and the contract file contains the rationale for such action.**
- **Negotiations: discussions with top-ranked offerors which allow clarifications of unclear issues, improvement of weaknesses, corrections of deficiencies, etc., with an opportunity to revise the original proposals.**

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2nd Round of CBPs

- After initial negotiations are complete, CO notifies the entities within competitive range to submit *best and final offers* ...a second round!
- CO receives best and final proposals.
- Evaluation Committee performs a second technical evaluation of re-submitted final proposals and makes a final recommendation per Evaluation Report.
- CO either selects the top-ranked provider or, if needed, performs second round of negotiations/discussions with selected offerors in the final competitive range.
- CO accepts the most advantageous proposal.
- CO must justify his determination in writing and ensure that the successful offeror is responsible.

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Issuing CBPs... the end!



- If required, obtain BOC approval
- Conduct pre-award conference, if required
- CO approves award of agreement
- Agreement is executed by the parties
 - Notice of Award shall be posted in a public area
- CO notifies unsuccessful offerors
- PHA administers and manages the contract per established procedures!

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Issuing Qualifications-Based Proposals

- Used only for the selection of A/Es (price is excluded)
- The RFQ includes only technical qualification statements related to the project being procured
- The evaluation process is similar to the one outlined for CBPs except there's no factor for price
- Once a competitive range has been established, the CO negotiates a price with the top-ranked firm in an effort to reach a fair and reasonable cost. If an agreement can not be reached, negotiations are terminated with this entity and the CO starts negotiations with the next highest-rated firm, etc., until a contract is obtained.
- *Price is negotiated after the best qualified entity has been selected*
- QBP can only be used for the selection of A/Es or when specifically authorized by HUD!

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Required Forms for Competitive Proposals

- Attachments to Solicitation (Non-Construction and A/Es)
 - HUD-5369-B, Instructions to Offerors Non-Construction
 - HUD 5369-C, Certifications and Representations of Offerors Non-Construction Contract
- Attachment to Contracts for Non-Construction:
 - HUD-5370-C, General Conditions for Non-Construction Contracts (either Section I or II or both)
- HUD A/E Agreement Form
 - HUD-51915, Model Form of Agreement Between Owner and Design Professional
- Attachment to *AIA B108-2009 model A/E contract*
 - HUD-51915-A, Contract Provisions Required by Federal Law or Owner Contract with the U.S. Department of Housing and Urban Development

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Rating and Ranking of Proposals

- Action plan...
 - Draft evaluation factors and scoring range - customized to proposal - before solicitation is advertized
 - Develop rating and ranking forms to summarize criteria
 - Identify evaluation committee and chairperson
- Use whole numerals for scoring range
 - Example for 20 point scale
 - 15 – 20 points: Excellent
 - 10-14 points: Good
 - 0-9 points: Poor
- CO holds meeting to discuss procedures to follow

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Rating and Ranking (cont.)

- Sample Evaluation Factors
 1. Evidence of experience and ability to perform task specified under solicitation
 2. Capability to provide service in a timely manner
 3. Knowledge of applicable Federal, State and local laws, and regulations
 4. Fee schedule for task
 5. Licensing requirements
 6. Other rating criteria, as necessary
- Final Ranking Identification
 - Acceptable
 - Capable of being made acceptable
 - Unacceptable

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Competitive Range Example

\$325,000 estimate

	OFFEROR	SCORE	COST
1	EXP, Ltd.	96	\$375,000
2	NKT Co.	91	\$350,000
3	OBC, Inc.	89	\$425,000
4	NTT Assoc.	79	\$315,000
5	MTB Co.	55	\$250,000

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Competitive Range Example

\$325,000 estimate

	OFFEROR	SCORE	COST
1	EXP, Ltd. - consider	96	\$375,000
2	NKT Co. - consider	91	\$350,000
3	OBC, Inc. - consider	89	\$425,000
4	NTT Assoc. - ?	79	\$315,000
5	MTB Co. - ?	55	\$250,000

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Competitive Range – Final Selection

\$325,000 estimate

	OFFEROR	Ranking based on Score	COST
1	EXP, Ltd. - included	96	\$375,000
2	NKT Co. - included	91	\$350,000
3	OBC, Inc. - included	89	\$425,000
4	NTT Assoc. - included	79	\$315,000
5	MTB Co. - excluded	55 (too low)	\$250,000 (too low)

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General Requirements for Noncompetitive Proposals

- Used when procurement under other types is *not feasible* and one of the following *circumstances* applies:
 1. Item is available only from a single source,
 2. An emergency situation or public exigency exists,
 3. After solicitation of a number of sources, competition is determined inadequate with only one respondent, *or*
 4. HUD authorizes.
- If applicable, its initial use must be justified in writing.
- Since there's no competition, a *Cost Analysis* must be performed in all cases.
- Also, since there are no other offerors, all technical and cost aspects may be “negotiated” with the sole provider.

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Issuing Noncompetitive Proposals

- Same process as for Competitive-Based Proposals except that the evaluation covers only the technical merits and price of the single competitor.
 - Evaluation may be performed by CO since no need to arbitrarily rate more than one offeror
- *A Cost Analysis must be part of the evaluation!*
- The CO must certify that the entity is responsible at the time of contract award.
- Administer and manage the contract per administrative procedures in place at the PHA!

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Technical Evaluation Committee/Panel

- Made up of at least 3 members...odd #s
- Members identified by CO
- Panel member must identify any conflict of interest related to RFP or RFQ and, if necessary, must recuse themselves from participation in evaluation
- Independent panel
- Confidential decisions



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Most frequently used forms of Noncompetitive Procurements!

- Issuance of contract modifications outside the SOW to add unrelated work
- Emergency-type procurement actions not a bona fide emergency
- Sole source or single source procurements without HUD approval per §85.36(g)(2)(ii)



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Terms of Contracts @ PHAs!

- Previous ACC form limited contracts to a maximum term of two years; however, the provision was removed from the new ACC format (HUD-53012A&B) issued in 1995.
- Per Section 10-8 of the Procurement Handbook, all contracts must have a finite period (i.e., 1 or 2 yrs), including any options to be exercised, each outlined with:
 - The maximum value *and/or*
 - The limit on total quantities/services being acquired
- All options must be evaluated at the time of the original award of the contract and assessed by the PHA prior to activating
- Per Chapter 12, any contracts over 5 yrs., including options, must be approved by HUD.

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A procurement tenet!



- Per §85.36(b)(8), PHAs shall award procurements only to *responsible* contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement!

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Responsive Bidders

- A bidder or offeror which submits a reply or bid which conforms to the material terms and conditions of the solicitation
- Per §85.36(d)(2)(ii)(D), the qualification process applies *only* to Sealed Bids (i.e., IFB)
- The PHA's Contracting Officer (CO) must assess the responsiveness by ensuring that all required documents were provided (e.g., bid bond) as noted in the solicitation or request
- *Makes bidders or offerors to a solicitation eligible entities to be considered for award!*

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Responsible Contractors

- A bidder or offeror that has the ability to perform successfully under the terms and conditions of the proposed contract/agreement
 - Per §85.36(d)(2)(ii)(D) of Sealed Bids, PHAs shall award contracts to the *lowest* responsible bidders
 - Per §85.36(d)(3)(iv) of Competitive Proposals, PHAs shall make awards to responsible firms whose proposal is most advantageous
- In determining responsibility, the PHA's CO shall consider the bidder's/offeror's:
 - Satisfactory record of integrity & business ethics
 - Compliance with public policy
 - Performance record & experience
 - Financial & technical resources

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Summary of Procurement by PHAs

- Follow the Golden Rule: Always provide full and open competition!
- Determine that price is reasonable by performing a price/cost analysis
- Award to responsive & responsible bidders or offerors, as applicable
- Always document the contract file
- Ensure contract compliance

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Actions requiring HUD approval per regulations @ §85.36(g)(2)

- *Any procurement procedures or operational actions which fail to comply with the established regulations*
- **For formal procurements exceeding the \$100,000 Federal Simplified Acquisition Threshold or the limit specified in the PHA's Procurement Policy where...**
 - Only one bid or offer is received
 - Awarded without competition
 - Specifies a "brand" name
 - Awarded to other than the apparent low bidder under an IFB
- **A contract modification which changes the Scope of Work or increase the contract amount by more than the \$100,000 Federal Simplified Acquisition Threshold or the limit specified in the PHA's Procurement Policy**
 - *Applies to any type of procurement method!*

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HUD approval of Noncompetitive Actions

Types of noncompetitive actions per §85.36(d)(4)(i)	Linkage to HUD review provisions of noncompetitive actions @ §85.36(g)(2)	HUD review/approval per established Simplified Acquisition Threshold at PHA (\$100K or other)
1. Single source procurements (i.e., only 1 provider is available such as sole source procurements)	<u>Example:</u> PHA requests bid/offer from only one entity	HUD must approve since awarded without meeting competition requirements per §85.36(g)(2)(ii)
2. Emergency or Public Exigency situations do not allow use of competitive solicitations	Condition: PHA proceeds to mitigate condition: time is of the essence!	<u>No HUD approval required per ACC provisions!</u>
3. HUD authorizes use of noncompetitive proposals	<u>Examples:</u> (a) Use of brand name (b) Issuance of contract modifications which change scope of contract or increase contract amount by more than the Simplified Acquisition Threshold	HUD must approve based on justified need since awarded without competition per §85.36(g)(2)(iii) and (v)
4. After issuance of solicitations, competition is determined inadequate (i.e., single source procurements)	<u>Example:</u> One bid/offer received in response to a competitive solicitation issued in open market	Even though PHA intended to meet competition, there's none in the open market; therefore, HUD must approve per §85.36(g)(2)(ii)

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Section 3 per 24 CFR, part 135

- Promotes economic opportunities for low-income residents and certified low-income businesses through professional services and other labor contracts
 - For all work funded using operating/capital funds, PHAs must provide - to the greatest extent feasible - employment, training, contracting and other economic opportunities to Section 3 residents and businesses (no \$ threshold for PHAs)
 - Reference requirement and attach Section 3 clause to applicable solicitations subject to the requirement
 - Document contract file of efforts undertaken to meet goals
- Support and promote Minority Business Enterprise (MBE), Woman Business Enterprise (WBE) & Resident-Owned Businesses
- Goals apply to entire amount of Section 3 covered assistance awarded to a PHA every Fiscal Year

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Federal Labor Standards and Wage Rates

- For construction and maintenance contracts > \$2,000, PHAs must pay workers applicable wages per established classifications of work
 - Davis-Bacon wages for construction work via IFB
 - PHAs must post wages in job site, interview employees and review certified payrolls
 - HUD-determined wages for routine and non-routine maintenance work
 - PHAs must post wages in public places and interview employees, as applicable

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- **Procurement Information:**
 - Copy of Procurement Handbook 7460.8 REV 2:
www.hud.gov/offices/adm/hudclips/index.cfm
 - Public Housing internet web page:
www.hud.gov/offices/pih/index.cfm
- **Regulatory references:**
 - List of debarred entities from doing business with the Federal Government
 - LDP: www.hud.gov/enforce
 - GSA: www.epls.gov
 - Wage Rates: www.wdol.gov
 - List acceptable sureties for the issuance of Performance & Payment Bonds: www.fms.treas.gov/c570

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General Requirements for Small Purchase Procedures

- Used when the ICE is less than the \$100,000 Federal Simplified Acquisition Threshold or lower threshold as specified in the PHA's Procurement Policy.
- These purchases are less formal than the other types of procurement procedures.
- At least an adequate no. (3 or more) of oral or written quotes via facsimile or email should be obtained.
- Procedure *allows* PHAs to obtain equipment or supplies, or to seek professional services typically obtained via the formal solicitation process.
- PHAs need to incorporate the provisions outlined under Table 5.1 to the Purchase Order, contract or agreement.

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Micro Purchases

- A sub-category of SPP costing less than \$2,000.
- An ICE **is not** required!
- Only one (1) quote required if price is considered reasonable
 - Signature of CO signifies that price is reasonable based on prior prices paid recently or catalog prices in open market; reasonableness test is met automatically.
- If used, purchases of like items should be equitably distributed among available suppliers.
- Prior to repeating a purchase, a new quote should be obtained to verify that the price being paid is still reasonable.
- PHA uses PO to document.
- Wage rates are not required!

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12 Basic Steps for Small Purchase Procedures

- Develop basic SOW
- Develop ICE
- Determine if specifications are needed
- Develop a potential list of bidders or offerors
- Contact potential bidders/offerors via phone, fax or email
- Discuss nature of solicitation (bid or proposal) with sufficient detail



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Small Purchase Procedures (cont.)



- Receive solicitations, preferably in writing
- Determine that price is reasonable
- PHAs can negotiate price and contract terms!
- Award the contract by executing official document (PO or agreement)
 - CO's signature satisfies the responsibility criteria of the successful offeror
- Document the file
 - Record of all actions taken
 - Copy PO or agreement
- Manage the contract award per established procedures @ PHA

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Required Forms for Small Purchases

- **Solicitation** – no HUD form mandated; format based on action being procured
- **PO or Contract Agreement** – no HUD mandated format, with the following *attachments* included:
 - Table 5.1, Mandatory Contract Clauses For Small Purchases Other Than Construction
 - For **construction/development** contracts between \$2,000 and \$100,000, use HUD-5370-EZ, General Conditions for Small Construction/Development Contracts
 - For **maintenance & non-routine maint. contracts** between \$2,000 and \$100,000, use Section II, HUD-5370-C, General Conditions for Contracts - Non-Construction Contracts (Section II of the form)
 - Any applicable wage determinations

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When to use Sealed Bids?

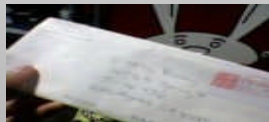
- Used mostly for construction contracts and purchase of commodities (e.g., equipment and supplies)
- Used when the cost estimate is *more than* the \$100,000 Federal regulatory threshold or the limit specified in the PHA's Procurement Policy
- Dependent upon good specifications
- Two or more bidders willing in the open market
- Can award on the basis of *price*
- Can award a fixed-price contract



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The Sealed Bid Process... ...four basic steps!

1. Advertise solicitation or IFB
2. Open bids *publicly*
3. Award contract to *responsive & responsible bidder with the lowest bid*
4. Execute a fixed-price contract



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Issuing a Sealed Bid – IFB



- Develop a detailed SOW
- Develop/reassess ICE
- Determine if P/S are needed
 - Hire an A/E firm using applicable procurement method
- Draft final Plans & Specifications and obtain Wage Rates, as applicable
- Finalize bid documents

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IFB (cont.)

- Publicly advertise for bids
 - Local newspapers, trade periodicals, etc.
 - Mail advertisement to potential bidders
- Hold a pre-bid conference to discuss IFB
 - *Attendance is desirable but not mandatory!*
 - Issue addenda to clarify significant issues
- Receipt of bids
 - Time-date stamp all bids received
 - Secure in a private place
- Publicly open bids received on due date
 - Official reads name of bidder and cost of bid and records in official Bid Tabulation
 - *Do not discuss results or intentions to award!*

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IFB (cont.)

- Analyze bids received to satisfy the responsiveness requirement
 - Verify that all required documents in the IFB have been provided, including the bid bond submittal
- Complete a Price (or Cost) Analysis of bids received against ea. other if competitive, or by using other sources and the ICE
- Successful contractor's responsibility verified before contract award
- Write justification and/or recommendation letter to the file selecting successful entity
- Notify unsuccessful bidders of no award
- If required, obtain BOC approval

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IFB – the last 6 steps

- Notify contractor selected for award of intent to award contract
- Contract agreement is executed by the parties
- Conduct a pre-construction conference
- Obtain insurance documents, Performance and Payment Bonds, etc.
- Issue the Notice to Proceed
 - Outlines start/completion timeframes
- Manage the contract per administrative procedures in place at the PHA!

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Required Forms for Sealed Bids



- Attachments to solicitations (i.e., IFB):
 - HUD-5369, Instructions to Bidders for Contracts
 - HUD-5369-A, Representations, Certifications, and Other Statements of Bidders
 - HUD-5369-B, Instructions to Offerors Non- Construction
 - HUD-5369-C, Certifications and Representations of Offerors Non-Construction Contract
 - Any applicable wage determinations
- Attachments to Contract Agreement for IFB:
 - HUD-5370, General Conditions for Construction Contracts
 - HUD-5370-C, General Conditions for Non-Construction Contracts (either Section I or both Sections I & II)
 - Any applicable wage determinations

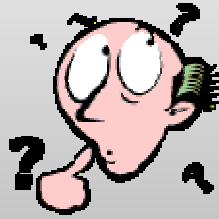
69

Administration of IFB

1. **Modifications and withdrawal by bidder are allowed before the bid opening.**
2. **Bids must be opened on scheduled date, time and place. Any postponement must be issued via an official addendum mailed with sufficient time (7 days).**
3. **Any issues brought forth in the bid opening are taken under advisement only...no opinions given!**
4. **Generally, no withdrawals allowed after bid opening unless an obvious error is evident.**
5. **Corrections are allowed after bid opening, if justified.**
6. **If deductive alternates are used, you have to take them in a specific order as outlined in the bid documents.**
7. **Can not pre-price future work, e.g., no add-on alternates.**
8. **Cannot negotiate price!**

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QUESTIONS



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Rating and Ranking Process

- **Basic Rating and Ranking Process**

1. Develop the Technical Evaluation forms for each ranking factor
 - Describe the factor with sufficient detail for proper documentation
 - State the maximum points to be awarded for each factor
2. List the range for each score applicable to the various evaluation factors under three categories. For example, in the case of a maximum range of 10 points to be provided:
 - Excellent – top range (8-10 points)
 - Good – medium range (5-7 points)
 - Poor – lower range (0-4 points)
3. For each evaluation factor, the reviewers (odd numbers) shall support the total points awarded with a written justification outlining strengths and weaknesses.
4. The evaluation shall include a summary of the reviewer's final rating for all evaluation factors, including strengths and weaknesses.
5. The chairperson summarizes the reviewer's scores for each evaluation factor in a master summary and determines average final scoring or ranking, including acceptability criteria under three categories:
 - Acceptable
 - Capable of being made acceptable
 - Unacceptable
6. The chairperson determines if there is a consensus in the scores provided by the reviewers and assesses the summary of strengths and weaknesses to determine which proposal is most advantageous to the HA. Either a proposal is selected for award or negotiation objectives are drafted to address proposals capable of being corrected with a second round of evaluations performed before a final determination is made as to the best proposal.

- **Sample Technical Evaluation Factors**

1. Evidence of the entity's ability to perform services as demonstrated in qualifications
2. Capability to provide professional services in a timely manner
3. Past performance, including experience with other HAs in the task being solicited
4. Knowledge of Federal, State and local laws related to the task being solicited
5. Reasonableness of Fee Schedule proposed compared with similar services in the open market
6. Evidence of licensing requirements in the State of Florida
7. Compliance with other Federal requirements, as noted in the RFP, including compliance with Section 3 and WBE

Attachment 4 – Competitive Proposal Review

Description of Item Solicited:
Identify type of Competitive Proposal: RFP <input type="checkbox"/> RFQ (A/E only) <input type="checkbox"/>

Procurement Actions	RFP/RFQ Cost: \$ _____	Comments
Planning Stage		
Developed SOW?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Developed ICE?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<u>Note:</u> ICE determines procurement threshold and if the item is to be formally advertised.
Rationale for use of competitive proposal type is acceptable?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<u>Note:</u> Typically, RFP/RFQ used for work with unclear specs where technical requirements are more important than prices and cannot be awarded based on a firm fixed-price. If no, explain: _____
Development of Evaluation Factors:	Acceptable <input type="checkbox"/> Not Acceptable <input type="checkbox"/>	<u>Evaluation Factors for RFP include price:</u> Yes <input type="checkbox"/> No <input type="checkbox"/> <u>Evaluation Factors for RFQ for A/E exclude price:</u> Yes <input type="checkbox"/> No <input type="checkbox"/>
Evaluation committee ID'd?	Yes <input type="checkbox"/> No <input type="checkbox"/>	ID odd no. of members and chair person: _____
Pre-Award Stage		
Formal RFPs/RFQs issued in open market?	Yes <input type="checkbox"/> No <input type="checkbox"/>	ID advertisement venues utilized by HA: 1. _____ 2. _____ 3. _____
Proposals format:	Acceptable <input type="checkbox"/> Not Acceptable <input type="checkbox"/>	<u>Note:</u> Evaluation Factors and their relative weight referenced in the advertisement. <u>Comment:</u> _____
Solicitation period is reasonable?	Yes <input type="checkbox"/> No <input type="checkbox"/>	ID frequency and no. days: _____
Pre-proposal conference held?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date of conference: _____ Addenda Issued: Yes <input type="checkbox"/> No <input type="checkbox"/>
Receipt of proposals kept confidential?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date RFP/RFQ due: _____
Adequate competition requirements satisfied: 2 or + proposals rec'd?	Yes <input type="checkbox"/> No <input type="checkbox"/>	No. proposals received: _____ <input type="checkbox"/> Explain no competition: _____
Evaluation of proposals properly done?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date initial evaluation: _____ <u>ID processed used:</u> <input type="checkbox"/> <i>One-Step Process:</i> price is part of evaluation. <input type="checkbox"/> <i>Two-step Process:</i> initially technical evaluation of factors exclude price followed by a final evaluation including price.

Attachment 4 – Competitive Proposal Review

Evaluation Report issued by Evaluation Committee?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<u>Note:</u> Evaluation Report lists the final ranking of the offerors by technical merit, <i>including price</i> . <u>Note:</u> Evaluation Report may include Negotiation Objectives for the reassessment of proposals.
CO may award proposal to top-ranked offeror or either determine cut-off for further negotiations?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<u>Negotiations:</u> discussions with top-ranked offerors which allow clarifications of unclear issues, improvement of weaknesses, corrections of deficiencies, etc., with an opportunity to revise the original proposals. <u>Note:</u> RFP/RFQ must state the award may be made to top-ranked offeror without further negotiations.
Best and Final Offers Received?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Date received: _____
Final Evaluation performed?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Date final evaluation: _____
HUD approval required to award if no competition (1 offer rec'd):	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Date HUD approval: _____
Wage Rates obtained	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	<u>Note:</u> Required for maint. & const. contracts <u>only</u> .
Proposal Award Stage		
<i>Price reasonableness</i> test satisfied (addressed under a specific evaluation factor)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Review adequacy of price reasonableness assessment: _____ <u>Note:</u> Cost Analysis required for sole source proposals or when only one offer is received (single source) or when the prices received are unreasonable or either disproportionate.
Successful Offeror's <i>responsibility</i> verified before agreement award?	Yes <input type="checkbox"/> No <input type="checkbox"/>	ID documentation used to satisfy the responsibility assessment for the successful offeror awarded proposal: _____ _____
Offeror's exclusion from Fed. Gov. verified?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	ID verification venue used: _____
Agreement awarded to best offeror?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date executed: _____ Term of contract: _____ yrs. Considering options to extend, the total contract term: <input type="checkbox"/> exceeds / <input type="checkbox"/> does not exceeds 5 yrs.
Identify HUD forms used in RFP/RFQ solicitation and final agreement:	<u>Solicitation for A/Es & Non-construction:</u> <input type="checkbox"/> HUD-5369-B <input type="checkbox"/> HUD-5369-C <u>Contract for Non-Const:</u> <input type="checkbox"/> HUD-5370-C <u>Contract for A/E:</u> <input type="checkbox"/> HUD-51915 <input type="checkbox"/> HUD-51915-A	Note any missing forms: _____ _____

Attachment 4 – Competitive Proposal Review

Rationale for agreement type used is acceptable?	Yes <input type="checkbox"/> No <input type="checkbox"/>	ID agreement type used: _____ If no, explain: _____ _____
Administrative Stage		
Notice to Proceed (NTP) issued?	N/A	<u>Note</u> : NTP required for const./dev. contracts only; if used, ID date issued: _____ Start date: _____ Completion date: _____
Notification to unsuccessful offerors issued?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date letters issued: _____
Proof of Insurance provided?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	<u>Note</u> : Contracts for A/E require insurance coverage per Item D.1.7 of form HUD-51915.
Pre-start conference held?	N/A	<u>Note</u> : Required for const./dev. contracts only; if held, ID date: _____
Implementation Schedule submitted?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	<u>Note</u> : If required for contracted work, determine if it is acceptable for task: Yes <input type="checkbox"/> No <input type="checkbox"/>
Agreement modifications issued?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	ID: _____ Cost Analysis performed: Yes <input type="checkbox"/> No <input type="checkbox"/>
Payments issued per invoices for contracted work?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Assess payments issued: _____ _____ Payments made within 3 days following receipt of funds: Yes <input type="checkbox"/> No <input type="checkbox"/>
HA monitors work contracted to verify quality and progress, and ID deficiencies?	Acceptable <input type="checkbox"/> Not Acceptable <input type="checkbox"/>	Assess process used: _____ _____ Review information in file: _____ _____
Work Completed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	% completion: _____ Final payment made after satisfactory completion of all work in contract or agreement: Yes <input type="checkbox"/> No <input type="checkbox"/>

Note: If review results in determination that RFP/RFQ issued is noncompetitive, review adequacy of solicitations issued seeking qualified sources in the open market.

Noncompetitive Proposals must meet HUD criteria and be reviewed as follows:

1. Evaluation covers only the technical merits and price of the single competitor.
2. Evaluation may be performed by CO since no need to arbitrarily rate more than one offeror per unclear guidance in Procurement Handbook 7460.8 REV 2.
3. A Cost Analysis must be part of the evaluation of the single proposal received.
4. The CO must certify that the entity is responsible at the time of contract award.
5. HUD approval is required for single source and noncompetitive type procurements.

Evaluation Plan

Florida Housing Authority

RFPs for Architect & Engineering Services for the
Remodeling of Cape Canaveral Elderly Building
Space Coast, Florida

Prepared by Mario Rosario, General Engineer, Miami OPH

Evaluation Plan

Request for Proposals:

Selection of Architect & Engineering Services for the Remodeling of Cape Canaveral Elderly Building, Space Coast, Florida

Reviewer: _____

Date: _____

Instructions:

1. The evaluation of the RFPs is to be based solely upon the analysis of the proposal based on the criteria outlined under Section _____, Evaluation Factors for Award of the RFPs.
2. The reviewers shall not consider any other additional criteria in their evaluation.
3. Reviewers must record their evaluation of each of the proposals in terms of strengths and weaknesses, the degree to which each proposal possesses or either lacks the attributes set forth in the specific factors for award.
4. Point scores are to be assigned to each evaluation factor as indicated below.
5. Each reviewer is required to support the score awarded under each factor with a brief comment or statement in the Strengths/Weaknesses Section. Should additional space be needed, either use the back of the page or attach additional pages clearly identified.
6. After the initial, independent assessment of each offeror, the reviewers meet to discuss their evaluations and ensure consensus in the ratings.

Additional Guidance:

1. _____
2. _____
3. _____

Evaluation Plan

Evaluation of Factors	Page ____ of ____
Offeror: _____	Reviewer's Name: _____ Reviewer's Initials: _____

Factor 1: Evidence of the firm's ability of its professional staff to perform A/E service indicated by the profiles of the principal's and staffs' professional and technical experience.

Maximum Score: 30 points

Rating Criteria	Score Awarded	Strengths & Weaknesses Noted by Reviewer
Excellent: 20-30 points		
Criteria: A review of the firm's profiles shows that the principals & staff have extensive knowledge and experience, i.e., avg. 10 yrs. or more ea., in the design & remodeling industry.	_____	_____ _____ _____ _____
Good: 11-19 points		
Criteria: A review of the firm's profiles shows that the principals & staff have average knowledge and experience, i.e., avg. 5-10 yrs. ea., in the design & remodeling industry.	_____	_____ _____ _____ _____
Poor: 0-10 points		
Criteria: A review of the firm's profiles shows that the principals & staff have limited or no knowledge and experience in the design & remodeling industry, less than 5 yrs. ea. on the average.	_____	_____ _____ _____ _____

Evaluation Plan

Evaluation of Factors	Page _____ of _____
Offeror: _____	Reviewer's Name: _____ Reviewer's Initials: _____

Factor 2: Evidence of the firm's experience and part performance in designing remodeling of elderly high-rise buildings, including meeting accessibility requirements.

Maximum Score: 35 points

Rating Criteria	Score Awarded	Strengths & Weaknesses Noted by Reviewer
Excellent: 25-35 points		
Criteria: Evidence of the firm's extensive experience (over 10 yrs.) in designing retrofitting of elderly high-rise buildings, including meeting Section 504 accessibility requirements, in an innovative way.	_____	_____ _____ _____ _____
Good: 18-24 points		
Criteria: Some extensive experience (over 5 yrs.) in designing retrofitting of elderly high-rise buildings by firm, including meeting Section 504 accessibility requirements, in an innovative way.	_____	_____ _____ _____ _____
Poor: 0-17 points		
Criteria: Limited (less than 5 yrs.) or no experience in designing retrofitting of elderly high-rise buildings by the firm, including meeting Section 504 accessibility requirements.	_____	_____ _____ _____ _____

Evaluation Plan

Evaluation of Factors	Page _____ of _____
Offeror: _____	Reviewer's Name: _____ Reviewer's Initials: _____

Factor 3: Evidence of the firm's ability in meeting time and budgeting requirements for the remodeling of Cape Canaveral Elderly Building, Gold Coast, Florida.

Maximum Score: 25 points

Rating Criteria	Score Awarded	Strengths & Weaknesses Noted by Reviewer
Excellent: 19-25 points		
Criteria: A review of the A/E's implementation plan shows that the firm meets the time and budgetary thresholds for the design and construction phases.	_____	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Good: 13-18 points		
Criteria: A review of the A/E's implementation plan shows that the firm partially meets the time and budgetary thresholds for the design and construction phases.	_____	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Poor: 0-12 points		
Criteria: A review of the A/E's implementation plan does not clearly show that the firm can meet the time and budgetary thresholds for the design and construction phases.	_____	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Evaluation Plan

Evaluation of Factors	Page ____ of ____
Offeror: _____	Reviewer's Name: _____ Reviewer's Initials: _____

Factor 4: Knowledge of Federal, State and local regulations, local zoning and ordinances, including evidence of Florida license.

Maximum Score: 20 points

Rating Criteria	Score Awarded	Strengths & Weaknesses Noted by Reviewer
Excellent: 16-20 points		
Criteria: Proposal clearly identifies the firm's knowledge of applicable. Federal, State and local regulations, local zoning and ordinance requirements, and is licensed in Florida.	_____	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Good: 10-15 points		
Criteria: Proposal shows that the firm has some knowledge of applicable. Federal, State and local regulations, local zoning and ordinance requirements, and is licensed in Florida.	_____	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Poor: 0-10 points		
Criteria: Proposal does not clearly demonstrates the firm's knowledge of applicable. Federal, State and local regulations, local zoning and ordinance requirements or either is not licensed in Florida.	_____	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Evaluation Plan

Evaluation of Factors	Page ____ of ____
Offeror: _____	Reviewer's Name: _____ Reviewer's Initials: _____

Factor 5: Fee schedule for A/E principals and staff assign to design proposal is reasonable per local cost in the industry.

Maximum Score: 15 points

Rating Criteria	Score Awarded	Strengths & Weaknesses Noted by Reviewer
Excellent: 11-15 points		
Criteria: Review of proposal shows that the fee schedule and total costs are reasonable for the design and construction phases.	_____	_____ _____ _____ _____
Good: 6-10 points		
Criteria: Review of proposal shows that the fee schedule and total costs are somewhat reasonable for the design and construction phases.	_____	_____ _____ _____ _____
Poor: 0-5 points		
Criteria: Review of the proposal shows that the fee schedule and total costs are not reasonable for the design and construction phases.	_____	_____ _____ _____ _____

Evaluation Plan

Initial Composite Scoring by Reviewer (initial scoring following independent assessment)	Page ____ of ____
Offeror: _____	Reviewer's Name: _____ Reviewer's Initials: _____

Evaluation Factors/Max. Points	<u>Initial Score</u>	Initial Strengths and Weaknesses
Factor 1 – Ability of Firm’s staff (30 points)		
Factor 2 – Experience (35 points)		
Factor 3 – Meeting Time & Budgeting (25 points)		
Factor 4 – Knowledge of laws (20 points)		
Factor 5 – Adequacy of Fee Schedule & Proposal Cost (15 points)		
Max. 125 points		

Assessment of RFP by Reviewer	Selection by Reviewer	Documentation
Acceptable		See Strengths & Weaknesses
Capable of being made acceptable		See Strengths & Weaknesses
Unacceptable		Justification Required

Evaluation Plan

Consensus Scoring After Discussions with Panelists (final scoring following group assessment)	Page ____ of ____
Offeror: _____	Reviewer's Name: _____ Reviewer's Initials: _____

Evaluation Factors	<u>Final Score</u>	Final Strengths and Weaknesses
Factor 1 – Ability of Firm's staff (30 points)	____ points	
Factor 2 – Experience (35 points)	____ points	
Factor 3 – Meeting Time & Budgeting (25 points)	____ points	
Factor 4 – Knowledge of laws (20 points)	____ points	
Factor 5 – Adequacy of Fee Schedule & Proposal Cost (15 points)	____ points	
(Max. 125 points)	Total points: _____	

Consensus Assessment of RFP by Reviewers	Selection by Reviewer	Documentation
Acceptable		See Strengths & Weaknesses
Capable of being made acceptable		See Strengths & Weaknesses
Unacceptable		Justification Required

Evaluation Plan

Summary of Negotiation Elements By Evaluation Panel	Page ____ of ____
Offeror: _____	Name Chairperson: _____ Chairperson Initials: ____

Note: List of items to be discussed with the offeror to obtain clarifications, improvements or correction to deficiencies. CO uses to obtain Best and Final Offer from top ranked proposals.

1. _____

2. _____

3. _____

4. _____

5. _____

Evaluation Plan

Summary Rating by Evaluation Panel	Page ____ of ____
Offeror: _____	Name Chairperson: _____ Chairperson Initials: _____

Evaluation Factors	Score by Reviewer No. 1	Score by Reviewer No. 2	Score by Reviewer No. 3	Average Score
Factor 1 – Ability of Firm’s staff (30 points)				
Factor 2 – Experience (35 points)				
Factor 3 – Meeting Time & Budgeting (25 points)				
Factor 4 – Knowledge of laws (20 points)				
Factor 5 – Adequacy of Fee Schedule & Proposal Cost (15 points)				
Total points awarded				

Evaluation Plan

Summary Rating & Ranking by Evaluation Panel	Page ____ of ____
Request for Proposals: Selection of Architect & Engineering Services for the Remodeling of Cape Canaveral Elderly Building, Space Coast, Florida	Name Chairperson: _____ Chairperson Initials: _____

Evaluation Factors	Avg. Score Name Offeror 1	Avg. Score Name Offeror 2	Avg. Score Name Offeror 3	Avg. Score Name Offeror 4
Factor 1 – Ability of Firm’s staff (30 points)				
Factor 2 – Experience (35 points)				
Factor 3 – Meeting Time & Budgeting (25 points)				
Factor 4 – Knowledge of laws (20 points)				
Factor 5 – Adequacy of Fee Schedule & Proposal Cost (15 points)				
Total points awarded				
Ranking Order (1st, 2nd, 3rd, etc.)				
Identify Offeror Selected				