



ARIZONA DEPARTMENT OF ADMINISTRATION
STATE PROCUREMENT OFFICE

STANDARD PROCEDURE

DESCRIPTION

Title: Evaluations and Discussions

Effective: November 5, 2013

No. SP 043

Revision: 2

The following is the Standard Procedure for conducting Evaluations and Discussions in accordance with A.R.S. § 41-2534, Competitive Sealed Proposals, as set forth in the Arizona Procurement Code.

The Request for Proposal (RFP) process is intended for procurements of \$100,000 or greater in aggregate value, where the State seeks Best Value over Low Bid.

STANDARD PROCEDURE

1. DETERMINE OBJECTIVES

- 1.1. Identify Employees with a Significant Procurement Role. Identify employees who may have a Significant Procurement Role and have those individuals complete and file the appropriate NDA form.

See: A.R.S. §41-2503 Definitions, 35, Significant Procurement Role
Standard Procedure 003 – Significant Procurement Role

- 1.2. Determine Contract Objectives. While developing the desired Contract requirements and terms and conditions, identify the objectives for the desired Contract(s). E.g., Meet certain requirements, meet certain time line, achieve certain results, etc.
- 1.3. Determine Contractor Objectives. While performing any market research, identify the types of characteristics and attributes associated with Contractors most likely to meet the Customer's needs. E.g., Have certain experience, possess certain financial capacity, possess qualified key personnel, have reasonable Customer proximity, etc.
- 1.4. Create Criteria. With the Customer, prioritize these objectives by their relative importance, with the most important objective listed first and the least important objective listed last. Use these prioritized objectives in establishing the Solicitation's Evaluation Criteria.

2. DEVELOP SOLICITATION

- 2.1. Incorporate Criteria in Solicitation. Develop the Solicitation with the Evaluation Criteria in mind. Identify how Offers will be evaluated for each Criterion. Include sufficient Solicitation Instructions, Forms, and Questionnaires to address each of the Evaluation Criteria.

NOTICE: This Standard Procedure is provided as a resource to the Procurement Officers of the Agencies, Boards and Commissions of the State of Arizona. While this Standard Procedure is an example of a legally compliant, procedurally efficient and fiscally prudent process, it is not intended to represent the only such process allowable under the Arizona Procurement Code, ARS 41 § 41-2501, et. seq. Depending on the circumstances surrounding a given procurement, deviation from this Standard Procedure may necessary and/or preferable. Procurement Officers should consult with their Agency Chief Procurement Officer and/or the State Procurement Office if they have any questions regarding the application of this Standard Process.

- 2.2. Plan Evaluation. Develop the Evaluation Tool, as well as its accompanying Evaluation Instructions.

3. PREPARE FOR OPENING

- 3.1. Identify Employees with a Significant Procurement Role. Identify employees who may have a Significant Procurement Role as defined in A.R.S. §41-741 and §41-2503, such as serving as technical advisor or an evaluator who evaluates a procurement (A.R.S. §41-741(e)). Complete and file appropriate NDA form.

See: Standard Procedure 003 – Significant Procurement Role

- 3.2. Finalize Evaluation Preparation. Finalize Evaluation Committee members, Evaluation Tool, and Evaluation Instructions. Hold a Kick-Off meeting with the Evaluation Committee to review the plan, discuss the Solicitation and agree on schedules.

4. EVALUATE OFFERS

- 4.1. Review Offers Independently. Each Evaluation Committee member should review each Offer independently.
- 4.2. Clarify Offers. The Procurement Officer documents and requests Clarifications as necessary. Receive and consider any Clarification responses.
- 4.3. Evaluation Committee Meeting. Hold Evaluation Committee Meeting(s) as necessary. Complete an Evaluation Tool for each Offer. Document the Evaluation Committee's responses and ratings for each rating item, based upon consensus. If no negotiations are to be performed, then the Evaluation Committee shall provide the consensus score with a written recommendation for award to the Procurement Officer. Language for the final recommendation shall be prepared and shall be written as stated in this procedure.
- 4.4. Determine Susceptible Offers. The Procurement Officer shall make a determination of Susceptible and Non-Susceptible Offers, and create and send notices as applicable. If all offers are determined to be Non-Susceptible, the Procurement Officer shall cancel the Solicitation.

5. NEGOTIATIONS AND OFFER REVISIONS

- 5.1. Notify Susceptible Offerors. If negotiations and offer revisions are required, the Procurement Officer may create and send Invitation to Discussions to the Susceptible Offerors, which may include discussion topics or notes.
- 5.2. Hold Discussions. Discussions will be based on discussion topics or notes previously distributed to offerors. Create Discussions Plan, as applicable. Hold Discussions Meeting(s) with each Susceptible Offeror. Retain all documents disseminated or submitted at the Discussions Meeting(s).
- 5.3. Request Proposal Revisions (Best and Final Offers). Based on discussions, invite the offeror to revise their offer.

- 5.4. Receive and Distribute Offer Revisions. Retrieve Offer Revisions and disseminate to Evaluation Committee members in a secure format. Include a copy of each Offer Revision, the Request for Best and Final Offers, the initial Consensus Evaluation Tool, the Evaluation Instructions and a copy of the Solicitation.

6. EVALUATE BEST AND FINAL OFFERS

- 6.1. Review Offer Revisions Independently. Each Evaluation Committee member reviews and evaluates BAFOS independently.
- 6.2. Clarify Offer Revisions. If an apparent mistake is discovered, the Procurement Officer documents and requests any Clarifications as necessary. Receive and consider any Clarification responses.
- 6.3. Evaluation Committee Meeting and Recommendation. Hold subsequent Evaluation Committee Meeting(s) as necessary. Evaluation Committee provides a consensus score with a written recommendation for award to the Procurement Officer. Language for the final recommendation shall be prepared and shall be written as stated in this procedure.
- 6.4. Award Determination. If Contract Award(s) were recommended, review and approve or disapprove recommendation and create the Award.

7. EFFECTIVE

This Standard Procedure is hereby authorized and effective this day of November 5, 2013, unless otherwise revised or repealed.



Jean A. Clark, FNIGP, CPPO, CPPB, C.P.M
State Procurement Administrator

Language for evaluation committee member(s) recommendation for award:

“The members of the evaluation committee have completed their review of the proposals and any subsequent best and final offers received in response to solicitation XXXXXXXXXXXX, for XXXXXXXXXXXX, and have reached consensus. Based on the detailed evaluation of the individual proposals, it would be in the best interest of the State, to award a contract to:

XXXXXXXXXX

As a participating member of the evaluation committee, I agree with the information provided in this document and concur that the consensus scoring is a complete and accurate reflection of the committee’s agreement regarding the evaluation of the proposals received”.

Name

Evaluation Committee Member

Date