# **Appendix 38**

**Procurement Steps Project:**

**Competitive Proposal for Services other than A & E (RFP) Project Manager:**

**One-Envelope – Best Value Procurement No:**

**Procurement Policies and Procedures Manual**

**Section 23E**

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| **Procurement Step** | **PM Initial/Date** | **Reviewer Initial/Date** |
| 1. Identify the need to contract out for services. |  |  |
| 1. Staff is required to follow the SRTA Standard of Conduct policy (Appendix 3) when carrying out procurement or contracting functions. Review the policy prior to commencing with procurement activities. |  |  |
| 1. Staff should perform a cost or price analysis for every procurement action, including contract modifications and amendments. The starting point for cost/price analysis is the Independent Cost Estimate. The degree of analysis and detail depends on the size and complexity of the procurement. Complete the Independent Cost Estimate Scope of Work, Summary and Staffing Plan (Appendix 24). |  |  |
| 1. Complete the Procurement Requisition Form (Appendix 2) to initiate the procurement process. |  |  |
| **Procurement Step** | **PM**  **Initial/Date** | **Reviewer**  **Initial/Date** |
| 1. Determine the method of procurement by completing the Method of Procurement Selection Form (Appendix 10). |  |  |
| 1. Determine the method of payment for the procurement by completing the Contract Payment Type Selection Form (Appendix 30). |  |  |
| 1. Develop the solicitation (RFP). The RFP should contain sufficient information to enable prospective offerers to prepare responsive proposals. The solicitation should be as complete as possible with respect to the items identified in Section 023E, 3.d. The RFP must also include evaluation factors and their relative importance (cost must be a factor), the method for conducting technical evaluations of the proposals received and for selecting awardees, as well as protest procedures. (Section 023E, 2). Include a copy of the draft contract. |  |  |
| 1. Publicize the RFP per instructions in Section 023E 12. a&b |  |  |
| 1. Hold a pre-proposal meeting, if necessary, to brief prospective offerors as early as possible after the RFP has been issued and before proposal are due. Yes/No |  |  |
| 1. Establish the Evaluation Committee(s) of technically qualified personnel, including at least one non-SRTA staff member in procurements exceeding $50,000. All members must read Evaluator (Consultant/Contractor Evaluation Committee) Guidelines (Appendix 7) and complete the Declaration Concerning Conflicts for Evaluators (Appendix 8). |  |  |
| **Procurement Step** | **PM**  **Initial/Date** | **Reviewer**  **Initial/Date** |
| 1. Document receipt of all proposals – time and date stamp. |  |  |
| 1. Ensure that responses to the RFP include a list of all proposed subconsultants/contractors, their area of work and certified U/DBEs, as well as a cost proposal which will be used as an evaluation factor. (Subconsultant List, Appendix 13) |  |  |
| 1. Upon receipt of three or more responsive proposals, move to step 14. In the absence of three responsive proposals, readvertise. |  |  |
| 1. Short list firms that are deemed responsible and responsive (Responsive Bidder/Proposer Checklist for RFP Appendix 11) and receive the highest scores according to criteria included in the RFP. DOCUMENT the scoring process! |  |  |
| 1. Send Notice to Short-Listed Proposers (Appendix 18, page 91) to successful proposers and Notice to Proposers Not Making Short-List (Appendix 19, page 93) These notices trigger the protest period. |  |  |
| 1. Interview top ranked firms, if necessary. Ensure that the criteria established in the RFP is used to score the interview. |  |  |
| 1. Summarize findings of the evaluation committee in a recommendation memo to the Executive Director. |  |  |
| 1. Upon the Executive Director’s approval, enter into negotiations with the recommended firm after sending the Notice of Intent to Award (Appendix 16b, page 87). Send the Notice of Intent to Enter into Negotiations with Another Proposer (Appendix 17, page 89) to proposers who are not selected for negotiations. |  |  |
| **Procurement Step** | **PM**  **Initial/Date** | **Reviewer**  **Initial/Date** |
| 1. Use cost proposals of the recommended firm as the basis for negotiations and document the process in the Record of Negotiation (Appendix 27, page 123). |  |  |
| 1. Perform a price analysis to determine the reasonableness of the proposed contract price. (Price Analysis Form, Appendix 33). |  |  |
| 1. Once negotiations are complete, prepare a contract incorporating the negotiated terms and conditions for the Executive Directors signature and the Recommendation for the Selection of a Contractor Memo Template (Appendix 6). |  |  |
| 1. Send Post-Award Notice to Unsuccessful Proposers (Appendix 21). |  |  |
| 1. After protest period has ended, issue Notice to Proceed (Appendix 29). |  |  |
| 1. Place all documentation into Procurement File. |  |  |