



LARAMIE COUNTY
COMMUNITY COLLEGE

COMPETITIVE SOLICITATION HANDBOOK FOR
RFP, SOQ, RFQ & PRE-Q PROCESSES

Guidelines and Procedures – Selection Committees

INTRODUCTION

The Purchasing Office is responsible for the competitive procurement of services via the appropriate delivery method, such as 1) Request for Proposal [RFP]; 2) Request for Qualifications [RFQ]; 3) Statement of Qualifications [SOQ]; and 4) Pre-Qualification [PRE-Q] The emphasis of a process is based on specifications, objectives and criteria that results in an award to the firm whose prescribed services best meet the specific need(s) of the College.

A team of qualified individuals (*Selection Committee*) will be appointed by the LCCC Purchasing Office or the requesting Department in order to review, analyze, evaluate and score submitted responses. The goal of selecting and appointing a committee is to insure that the college has a fair and broad representation in relation to the specific service need.

SOLICITATION PROCESS

The solicitation process is divided into critical phases, summarized below:

- Phase I:** Draft and Issue the respective solicitation document to interested entities.
- Phase II:** Receive, document and distribute respective documents to Selection Committee members. NOTE: All submittals are considered “**confidential**” during the entire evaluation process. The respective process or period is defined as: “*The period that begins with the issue and publication of the respective solicitation document package to the public sector, and concludes at the time of award by the respective authority of specific proposal*”.
- Phase III:** Selection Committee is responsible for the review, evaluation and scoring of all qualified submittals at which time the selection committee may; 1) recommend one finalist; 2) develop a “short-list” of candidates (*normally a maximum of three*); or 3) make “no recommendation”.
- Phase IV:** Short-list finalists may be invited to the College to make an oral presentation/interview by the selection committee; or said oral presentations may be conducted via phone conference. The College reserves the right to make its decision without benefit of oral presentations/interviews.

Phase V: Award Recommendation: At the conclusion of the scoring and presentations, the selection committee then recommends a finalist. Once the committee has completed its scoring and evaluation, all process documentation is returned to the Purchasing Office for master filing and appropriate recordkeeping.

RULES AND PROCEDURES

RULES

1. Each committee member and the committee as a whole shall be expected to **maintain confidentiality** throughout the entire solicitation process as previously defined above. All submittal packages sent by interested firms are considered confidential, and shall **NOT** be shared, copied, distributed or otherwise transmitted without the approval of the Director of Contracting and Procurement. Individual committee members shall not participate in collusion with other committee members; shall not transmit, communicate, or convey information, conclusions, and/or results until the recommendation of the selection committee has been officially approved by the College President and/or the Board of Trustees.
2. Individual committee members are strictly prohibited from conducting personal contact with prospective firms who have submitted proposals. If contacted by a firm, the committee member should direct the firm to the office of the Director of Contracting and Procurement. In addition, Committee members shall refrain from discussion of submitted proposals with any potential firm or non-committee members during the evaluation process. All questions, answers, comments, memos, modifications and/or clarifications shall be directed to and addressed by the office of the Director of Contracting and Procurement via written instrument, and copied to all committee members and applicable prospective firms.
3. In order to ensure the integrity, transparency, and consistency of the process, all Selection Committee members are required to complete a "Selection Committee Questionnaire" and submit to the Purchasing Office.
4. Each committee member is accountable for their actions and is expected to perform a thorough, fair and equitable evaluation of each responsive proposal, setting aside personal prejudices.
5. Each committee member understands and acknowledges that the results of the committee's evaluation must stand up to public and legal scrutiny, and be supported with proper written documentation.

PROCEDURES

1. The solicitation process is a function and responsibility of the Purchasing Office, and shall be administered by the Director of Contracting and Procurement from the initiation of a solicitation document until such time an award has been made.
2. Proposals shall be evaluated **only** on the tabbed data listed in the respective document; therefore other criteria **may not** be applied or used during the evaluation process. Initial evaluation and scoring must be based **solely** upon the proposal package submitted by each respective firm.
3. Each committee member shall independently review, evaluate and score all responsive proposals, recording their scores on an Evaluation Score Sheet developed by the Purchasing Office.

4. The selection committee may meet as required to review, discuss, and rank the proposals and score sheets of each committee member. During the discussions, members may present their rationale for scoring of each proposal.
5. Short-list finalists may be chosen for a 2nd round of qualifying based upon the criteria defined per the respective solicitation document. Any firm(s) not making the short-list will be notified in writing that they are no longer in consideration for the specific service. Interview sessions will be scheduled by the Purchasing Office and conducted by the selection committee.
6. In the event oral presentations are scheduled, the evaluation committee will convene to score and discuss each interview presentation and their original proposal. A consensus by the committee shall be achieved using the scoring documents, ranking of the finalists, and committee discussions.
7. The selection committee is expected to recommend to the Director of Contracting & Procurement an appropriate course of action as required by the respective solicitation process. Each member will be asked to sign the Recommendation Memorandum.
9. All supporting documentation, original individual scoring sheets, recommendation memos, and other related written instruments shall become public record following an official award announcement by the President and/or Board of Trustees. All applicable submittal data and documents will be maintained in the Purchasing Office for inclusion into the respective document master file. All records are available for review by the public after an award is made by the College President and/or Board of Trustees. It is very important to enter comments on the scoring sheets, particularly when giving a low score, so that you can recall your rationale if it is required at a later date.

Failure to comply with these rules/procedures will result in disciplinary action and possible removal from the selection committee.

EVALUATION CRITERIA FOR A RESPECTIVE SUBMITTAL

In general terms, committee members should apply these following criteria when evaluating a submittal, however the criteria may vary depending upon the respective solicitation.

- a. Responsiveness of the Submittal. Does the proposal address the intent of the solicitation, or does it deal primarily with generalities? Is it a counter-offer to what was requested? Are there explanations for any variations in content from the information requested in the solicitation?
- b. Understanding of the Project and the Solicitation Objectives. Is the proposal narrative a virtual copy of the request, or does it indicate that independent thought was given to its preparation? Does the proposal show understanding and insight toward LCCC's view of the requested service? Does the proposal demonstrate lack of detail, research and preparation?
- c. Experience and History of Firm. This category examines corporate rather than individual experience. If the firm limits its work to specialized areas, does the principal area of specialization match the scope of work of the request, or is the work to be subcontracted? Do the references indicate that the firm can handle the size and scope of the project?
- d. Methodology and Management Approach. How does the firm propose to perform the required tasks? Is the methodology proposed for task management well defined or vague? How well organized is the firm's effort? Does their proposal indicate creativity, thought, and ideas which are applied the specific requested service, or is the proposal simply a "boilerplate" document that lacks creativity, uniqueness and thought?

- e. Qualifications and Experience of Principals and Staff. Do the qualifications of the principals, project manager, and project staff indicate that the firm can complete the tasks in a professional and satisfactory manner? Are the staff members profiled in the proposal those who will actually undertake the project? If not, their qualifications, no matter how impressive must be disregarded. Is the experience recent enough to incorporate current changes in service technology? Is the proposed staff top heavy, too lean, or adequate for the specific service?
- f. Time Spent by Principals. A company's reputation often rests on the accomplishments of one or more of its principals. The involvement of a firm's principals in smaller contracts is generally limited to approving the proposal, possibly reviewing progress reports, and signing the final report. Does the proposal indicate that the principals of the firm intend to be heavily involved in the performance of the contract or involved only in an administrative or oversight capacity? How much of management's personal time is committed to delivering the service? Pay special attention to the qualifications of staff, particularly the project manager. Staff qualifications may be more important to the success of the contract than the qualifications of a principal who has little involvement in day-to-day service activities.
- g. Availability and Quality of Personnel and Resources. Will adequate staff and resources be available for the project? Will most of the work be done by the firm's employees, or is much of the work to be done by subcontractors? Have the subcontractors' qualifications been submitted, and are they acceptable? What is the impact of subcontractors regarding the overall project costs, and will this involvement reduce the available monies to actual construction costs?
- h. Proximity of Base of Operations and Availability during the Project. If proximity to the campus site is important and can be justified, the respective process will require submission of a management plan indicating how the firm would provide on-site assistance. Will the respondent enter into a joint venture with a local firm? Will there be resident local personnel? What possible financial impact will the off-site base of operations have?
- i. Financials. Financial submittals should be considered as relevant criteria, but are not the primary focus unless otherwise indicated. Financial proposals should be relevant, realistic and comparable to other submittals when taking into account the bigger picture.

AWARD RECOMMENDATION

Upon completion of the evaluation committee's recommendation, the Director of Contracting and Procurement will summarize the committee's recommendation in a formal report and forward to the VP of Administration and Finance and the College President for review and comment. The evaluation process and subsequent written documentation will be made available (*upon request*) to the public **after** the respective award recommendation has been reviewed and approved by the College President and/or the Board of Trustees.