



RFP Determination of Award

1. Proposal Evaluation and Award

- After determining that a proposal satisfies the mandatory requirements, the evaluators shall use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the sample evaluation criteria stated below. These maximum points are subject to change per RFP based on the Scope of Work. In addition, not all scoring criteria listed below may be used in the evaluation.

Evaluation Criteria Scoring Category	Maximum Points
Experience and Expertise	35
Method of Performance / Project Approach	15
Reliability and Resources	10
Cost	40
TOTAL	100

- The evaluators shall utilize the following scoring ranges to assess evaluation points based on their subjective judgment of the proposal responses to the aforementioned subjective evaluation criteria.

Subjective Judgment Description	40 Point Questions	35 Point Questions	30 Point Questions	25 Point Questions	20 Point Questions	15 Point Questions	10 Point Questions
Outstanding /Optimal	34-40	30 – 35	26-30	21 – 25	17 – 20	14 – 15	9 – 10
Exceeds Acceptable	27-33	24 – 29	21-25	16 – 20	13 – 16	11 – 13	7 – 8
Acceptable/ Satisfactory	20-26	17 – 23	16-20	11 – 15	9 – 12	7 – 10	5 – 6
Marginal/ Inadequate	0-19	0 – 16	0-15	0 – 10	0 – 8	0 – 6	0 – 4

- Any clerical error, apparent on its face, may be corrected by the Purchasing Specialist before contract award. Upon discovering an apparent clerical error, the Purchasing Specialist shall contact the offeror and request clarification of the intended proposal. The correction shall be incorporated in the notice of award. Examples of apparent clerical errors are:
 - Misplacement of a decimal point
 - Obvious mistake in designation of unit
- Any pricing information submitted by an offeror shall be subject to evaluation if deemed by the DP&CS to be in the best interest of Clay County.
- Pricing shall be evaluated at the maximum potential financial liability to Clay County.
- Awards shall be made to the offeror whose proposal:
 - Complies with all mandatory specifications and requirements of the RFP
 - Is the lowest and best proposal, considering
 - Price
 - Responsibility of the Offeror
 - All other evaluation criteria listed in the RFP
 - Any subsequent negotiations
 - Complies with Ordinance Chapter 37, RSMo, other applicable Missouri statutes and all applicable Executive Orders.
- In the event all offerors fail to meet the same mandatory requirement in an RFP, DP&CS shall have the right, at its sole discretion, to waive that requirement for all offerors and to proceed with the evaluation. In addition, DP&CS shall have the right to waive any minor irregularity or technicality found in any individual proposal.
- DP&CS shall have the right to reject any and all proposals.
- When evaluating a proposal, the County shall have the right to consider relevant information and fact, whether gained from a proposal, from an offeror, from offeror's references, or from any other source. Any information submitted with the proposal, regardless of the format or placement of such information, may be considered in making decision related to the responsiveness and merit of a proposal and the award of a contract.
- Offerors who include an email address with their proposal will be notified of the award results via email.
- The DP&CS shall have the right to request clarification of any portion of the offeror's response in order to verify the intent of the offeror. The offeror is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.

2. Competitive Negotiation of Proposals

- The offeror is advised that under the provisions of the RFP, Clay County Purchasing Specialist reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations, If such negotiations are conducted, the following conditions shall apply:

- Negotiations may be conducted in person, in writing, or by telephone.
- Negotiations shall only be conducted with potentially acceptable proposals. DP&CS reserves the right to limit negotiations to those proposals which received the highest rankings during the initial evaluation phase.
- Terms, conditions, prices, methodology, or other features of the offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the offeror may be required to submit supporting financial, pricing, and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.
- The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless DP&CS determines that a change in such requirements is in the best interest of the County.
- Proposal revisions may be permitted for the purpose of obtaining best and final offers. In conducting negotiations, there shall be no disclosure of any information submitted by competing offers.

3. Proposal Presentation and/or Solution Demonstration

- After initial screening process, a proposal presentation and/or a solution demonstration may be conducted with the offeror, if requested by the DP&CS. Attendance cost shall be at the offeror's own expense. All arrangements and scheduling shall be coordinated by the DP&CS.

4. Award Determination

- Any award of a contract must be approved by the County Commissioners and shall be made by notification from the DP&CS to the successful offeror(s). Clay County shall have the right to make awards by item, group of items, or an all or none basis. Clay County may make awards to multiple vendors. The grouping of items and/or multiple vendor awards shall be determined by Clay County based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of Clay County.

5. Evaluation of Cost

- The offeror must respond to Exhibit A of the RFP with firm, fixed pricing for all applicable costs necessary to satisfy the requirements of the RFP. All prices quoted shall be firm, fixed for the contract period stated on page one (1) of the RFP. Unless otherwise stated, the County shall assume that absolutely no other costs exist to satisfy the RFP's requirements. Therefore, the successful offeror shall be responsible for any additional costs.
- The evaluation shall cover the original contract period plus renewal periods. The cost evaluation shall include all mandatory requirements. However, the County reserves the right to evaluate items proposed as optional items, if deemed necessary to meet mandatory requirements.

- Cost Evaluation Points may be determined using the following formula:

$$\frac{\text{Lowest Responsive Offeror's Price}}{\text{Compared Offeror's Price}} \times \frac{\text{maximum cost points}}{\text{cost points}} = \text{Cost evaluation points}$$

6. Evaluation of Experience and Expertise

- The evaluation of the Experience and Expertise shall be subjective based on fact. Information provided by the offeror in response to Exhibit B of the RFP, as well as information gained from any other source during the evaluation process, may be used in the subjective evaluation

7. Evaluation of Project Approach

- The evaluation of the Project Approach shall be subjective based on fact. Information provided by the offeror in response to Exhibit C of the RFP, as well as information gained from any other source during the evaluation process, may be used in the subjective evaluation. Clay County shall have the right to subjectively evaluate the offeror's proposed optional products and/or services within the evaluation category of Project Approach.