



**SOUTHEASTERN ARIZONA  
GOVERNMENTS ORGANIZATION**

**RFP PROCEDURES**

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## RFP PROCEDURES

- I. To ensure that the RFP process for the SouthEastern Arizona Governments Organization (SEAGO) is undertaken consistently and with clarity, all personnel involved with the process must adhere to the procedures delineated below. Should an individual, not part of the RFP process, find themselves in receipt of a proposal and the person responsible for opening mail is not available, they should contact the appropriate Program Manager or other staff member relative to receipt of a sealed proposal and deadline for opening.

### A. Request for Proposal

The Program Manager will inform the Executive Director of the project or services needed. After consultation with the Executive Director and receipt of applicable level of approvals, the Program Manager will develop a scope of work and Request for Proposals (hereinafter 'RFP') for the required project or services. Depending on the scope of the project or services, funding agency requirements and other factors that may be applicable to a specific project or service, the manner and frequency for publication of the legal notice may vary. The Program Manager shall confer with the Executive Director and the Executive Assistant regarding the above requirements before publishing the legal notice.

For projects or services carried out within the four-county region, SEAGO will issue an RFP via a legal notice, which will be published in a newspaper in each county seat on two consecutive Wednesdays. Commencing with the first publication date, requests may begin to be made by potential providers or contractors relative to an RFP. The individual responsible for mailing out the RFPs will be the Executive Assistant or his/her designee.

Said person will:

1. Create a log of all information relating to the RFP, and enter the name of the agency, date of request, and date RFP is mailed or picked up (See Attachment "A").
2. The package mailed will consist of one (1) RFP, and a folded, addressed envelope. This envelope shall be addressed to SEAGO and shall be marked "Sealed Proposals-Do Not Open."

The Executive Assistant, or his/her designee, should be contacted regarding mailing out RFPs. To avoid problems with mailing addresses, all calls relating to the RFP should be forwarded to this assigned person instead of other staff taking down the information.

### B. Initial Receipt of Sealed Proposals and Routing

Five days in advance of the proposal opening date, the Executive Assistant, or his/her designee, will contact in writing the person responsible for opening all SEAGO mail and inform them of the pending date that proposals will be opened. The person responsible for

opening mail will be instructed to watch for the arrival of sealed proposals, log proposal information and to take care not to open the proposals received. If proposals are received by anyone else in SEAGO, they must be forwarded to this individual or other designee for proper processing.

The person responsible for opening mail or her designee will:

1. Date stamp immediately the sealed proposal received.
2. Log in all proposals received (See Attachment B). The time will be logged for all hand delivered proposals. This is especially important when sealed proposals are delivered on the due date.
3. Issue a receipt for proposals delivered in person. Certified Mail, Return Receipt shall suffice for mailed proposals.

Sealed proposals received prior to due date, will be subject to the public opening. In the event a sealed proposal is received after time specified in the RFP, regardless of the number of minutes past that time; it must be rejected, unless it was postmarked at least 48 hours prior to the due date. All sealed proposals subject to the public opening must be kept in a locked drawer designated by the Executive Assistant until specified time on the due date.

### C. Public Opening

All proposals received prior to the deadline will undergo a public opening slated for the time specified in the RFP on the Due Date.

During this process, the following individuals should be present:

1. Program Manager: purpose will be to open all sealed proposals and call out the names of the responding contractors.
2. Executive Assistant or his/her designee: purpose will be to record the contractors whose proposals are opened.
3. Witness (1): purpose is to witness the opening of the sealed proposals.

One copy of the proposal is to be used as a work copy. Xerox copies of the materials required for a contract should be made so as to have a clean copy available for processing.

One copy will be retained by the Executive Assistant along with the log. This copy will serve as a public record. Hence, it must be left intact and as neat as possible. A special file will be created for these proposals.

## II. Proposal Screening and Evaluation

The proposal screening/evaluation process will consist of two stages: (1) an initial review to determine the basic responsiveness to the RFP, and (2) evaluation to assess the contractor's capability to deliver the proposed services in accordance with the terms and conditions of the contract to be entered into with SEAGO.

A. The review instruments, Initial Proposal Compliance Review, and Evaluation for Responsiveness are intended to assist in selecting from the sealed proposals submitted, those prepared in accordance with the RFP instruction. Each instrument will serve a specific/particular function purpose:

### 1. Initial Proposal Compliance Review (Attachment D)

The Executive Assistant will use this form to document that every proposal received by the due date/time is reviewed initially to ensure that it was prepared and submitted in accordance with the RFP specifications. It is during this part of the process (initial review) that proposals are determined to be "potentially acceptable" or "unacceptable."

Those offers whose proposals were determined to be "unacceptable" will be notified as soon as possible following the completion of the initial review. All unacceptable offers will be notified in writing, that their proposal will not receive further consideration.

### 2. Evaluation for Responsiveness by Program Manager

Only those proposals deemed "potentially acceptable" will undergo evaluation. The intent is to focus on the major components of the proposal, to ensure that SEAGO is purchasing the best quality service(s) at the most reasonable cost and to ensure that the type, quantity, and quality of service(s) meets identified needs programmatically and financially.

One copy of the proposal will be marked "work copy" and will be reviewed thoroughly. Any incomplete sections or incorrect items will be noted on this copy.

B. When applicable, all deficiencies found in a prospective contractor's proposal will be noted and said contractor will be notified of such deficiencies, whether/what additional material needs to be submitted and the deadline for submission of same.

In notifying the contractor, the most expeditious method would be by telephone, followed up with a letter. However, a letter of notification is sufficient. Regardless of the method used, once a deadline with periods has been established for submittal of additional materials, they must be adhered to; and contractors should be made fully aware of this.

### III. Selection of Contractors

- A. Based on the review of "potentially acceptable" proposals; staff will recommend the contractor(s) to be awarded contracts for specific services by the Executive Board, except where there are competing proposals.
- B. In the event of competing proposals, an ad hoc review committee comprised of the Executive Director and two other individuals of his or her choice. This committee will review the competing proposals and staff's evaluation of these proposals. The committee will recommend to the Executive Board the contractor to be awarded a contract for the service in question. The committee's recommendations will be sent in writing to the applicants with a notice of the Executive Board meeting at which contractors will be selected.
- C. Only after the Executive Board has approved the selection of contractor(s) to be awarded a contract for specific services shall staff negotiate contracts (as applicable).
  - 1. It should be understood that it is during this stage of the total RFP process that SEAGO may recommend changes in the prospective contractor's proposed service program or service costs.

The prospective contractor may be given an opportunity to negotiate any changes of the proposal deemed necessary by SEAGO. However, there are certain areas which may not be negotiated; specifically the Contract General Provisions, Special Provisions, pre-printed sections of the service specification, and cost principles.

- 2. Once negotiations have been completed (as applicable), all changes, which were agreed upon by the negotiating parties, must be submitted by the established deadline. The finalized product mailed to the prospective contractor should be a contract with all changes submitted. This would be viewed as the prospective contractor's best and final offer package. The prospective contractor must submit one (1) signed contract to SEAGO and retain one signed contract.

### IV. Procurement Files

All procurement files shall be retained for a period of five (5) years following the termination of the contract, or in accordance with applicable funding agency requirements.

All documents utilized during the procurement process shall be kept on file:

#### A. RFP File:

- 1. Copy of the RFP package issued by SEAGO,
- 2. One (1) original copy of each proposal submitted,

3. Copy of completed "Request for RFP Package" (Attachment A),
4. Copy of completed "RFP Sealed Proposal List" (Attachment B),
5. Copy of "RFP Opening" (Attachment C),
6. Initial Compliance Reviews of "unacceptable" proposals (Attachment D),
7. Staff evaluation for responsiveness.

B. Contract Files:

1. Copies of all correspondence prior to negotiation,
2. Copy of working proposals,
3. All negotiations notes/documents (as applicable).

V. Appeals

A. Proposal Rejected as "Unacceptable:"

If a contractor wishes to appeal the staff decision to reject its proposal as "unacceptable" in the initial Compliance Review under II-A of these procedures, the contractor must write to the SEAGO Executive Director within seven calendar days of the date on SEAGO's letter of notification that the proposal will not be considered further.

The Executive Director will review the basis for the staff's rejection of the proposal and will decide whether the proposal should be reviewed further. The appellant will be notified of the director's decision in writing within seven calendar days of the date that the appeal was mailed. The director's decision shall be final.

VI. Final Appeal to Executive Board

A. Competing Proposal Recommended for Rejection by the Ad Hoc Review Committee:

If the contractor wishes to appeal the recommendations of the Ad Hoc Review Committee, that contractor must write to the Executive Director at least seven calendar days prior to the Executive Board meeting, requesting to be placed on the agenda. That contractor would then have an opportunity to present its case to the Executive Board. The Executive Board's decision shall be final.

**ATTACHMENT A  
REQUEST FOR RFP PROPOSAL PACKAGE**

<b>Name and/or Agency Requesting RFP</b>	<b>Date of Request</b>	<b>Date RFP Mailed or Delivered</b>	<b>Action By</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

**ATTACHMENT A  
REQUEST FOR RFP PROPOSAL PACKAGE**

<b>Name and/or Agency Requesting Request For Proposal</b>	<b>Date of Request</b>	<b>Date RFP Mailed or Delivered</b>	<b>Action By</b>
<b>9.</b>			
<b>10.</b>			
<b>11.</b>			
<b>12.</b>			
<b>13.</b>			
<b>14.</b>			
<b>15.</b>			
<b>16.</b>			



**ATTACHMENT B**

**PROPOSALS' LIST**

<b>Agency Mailing Proposal/ Agency Delivering Proposal</b>	<b>Date of Mailing Person Delivering Proposal</b>	<b>Time/Date Proposal Delivered</b>	<b>Action By</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

**ATTACHMENT B**

**PROPOSALS' LIST**

<b>Agency Delivering/Mailing Proposal</b>	<b>Date of Mailing/ Person Delivering Proposal</b>	<b>Time/Date Proposal Delivered</b>	<b>Action By</b>
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

**ATTACHMENT C**  
**PUBLIC OPENING**

Date of Public Opening: \_\_\_\_\_

Time of Public Opening: \_\_\_\_\_

Persons Present:

Program Manager

Signature: \_\_\_\_\_

Executive Assistant

Signature: \_\_\_\_\_

Witness

Signature: \_\_\_\_\_

Names of Persons other than staff attending public opening: \_\_\_\_\_  
\_\_\_\_\_

1. Applicant: \_\_\_\_\_  
Number of Copies Submitted: \_\_\_\_\_

2. Applicant: \_\_\_\_\_  
Number of Copies Submitted: \_\_\_\_\_

3. Applicant: \_\_\_\_\_  
Number of Copies Submitted: \_\_\_\_\_

**ATTACHMENT C CONT.**

4. Applicant: \_\_\_\_\_  
Number of Copies Submitted: \_\_\_\_\_
5. Applicant: \_\_\_\_\_  
Number of Copies Submitted: \_\_\_\_\_
6. Applicant: \_\_\_\_\_  
Number of Copies Submitted: \_\_\_\_\_
7. Applicant: \_\_\_\_\_  
Number of Copies Submitted: \_\_\_\_\_
8. Applicant: \_\_\_\_\_  
Number of Copies Submitted: \_\_\_\_\_
9. Applicant: \_\_\_\_\_  
Number of Copies Submitted: \_\_\_\_\_
10. Applicant: \_\_\_\_\_  
Number of Copies Submitted: \_\_\_\_\_
11. Applicant: \_\_\_\_\_  
Number of Copies Submitted: \_\_\_\_\_
12. Applicant: \_\_\_\_\_  
Number of Copies Submitted: \_\_\_\_\_
13. Applicant: \_\_\_\_\_  
Number of Copies Submitted: \_\_\_\_\_
14. Applicant: \_\_\_\_\_  
Number of Copies Submitted: \_\_\_\_\_
15. Applicant: \_\_\_\_\_  
Number of Copies Submitted: \_\_\_\_\_

**ATTACHMENT D**

RFP Published: \_\_\_\_\_

**INITIAL PROPOSAL COMPLIANCE REVIEW**

	<u>Yes</u>	<u>No</u>
<input type="checkbox"/> Submitted by deadline of _____	___	___
<input type="checkbox"/> Required number of copies of proposal received	___	___
<input type="checkbox"/> Appropriate forms/information completed.	___	___
<input type="checkbox"/> Insert Project or Agency Specific Requirement	___	___
<input type="checkbox"/> Proposal Appropriate to RFP	___	___
<input type="checkbox"/> Proposal Consistent with Local SSBG Plan Intent (AAA only)	___	___

Details of any negative status as evidenced by "no" above: (A proposal that is substantially complete and lacks a form will not be automatically rejected as "unacceptable").

Initial review determines proposal to be:

- Potentially Acceptable
- Unacceptable for Reasons Given Above

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Unacceptable Provider was notified on: \_\_\_\_\_