

<i>VENDOR SELECTION-REQUEST FOR PROPOSALS PROFESSIONAL & NON-PROFESSIONAL SERVICES</i>	POLICY	
	Document Number:	FRS-PL-031
	Version Number:	6

1.0 Purpose:

To establish the authority within VTA to select vendors using the Request for Proposals process (RFP).

2.0 Scope:

This Policy applies to all VTA departments and all vendors participating in the established VTA procurement process.

3.0 Responsibilities:

It is the responsibility of the Purchasing and Materials Manager to draft and obtain approval of this Policy to assure organizational understanding and compliance with this Policy.

4.0 Policy:

It is the policy of VTA that when professional and certain non-professional services are to be procured and criteria in addition to price are to be considered for selection, a formal RFP process will be used.

4.1 The RFP process is to be used to procure professional and other non-professional services when:

- The services to be acquired are described in a performance or functional specification; or if described in detailed technical specifications, other circumstances such as the need for discussions or the importance of basing contract award on factors other than price alone are present.
- Due to the nature of the procurement, contract award need not be based exclusively on price or price related factors. In different types of negotiated acquisitions, the relative importance of cost or price may vary. When material requirements are clearly definable and the risk of unsuccessful contract performance is minimal, cost or price may play a more dominant role in source selection. The less definitive the requirements, the more technical or past performance considerations may play a dominant role in source selection and supersede low price.
- Separate discussions with individual offeror(s) are expected to be necessary after they have submitted their proposals. This contrasts with Invitation for Bids procedures in which discussions with individual bidders are not likely to be necessary, as award of the contract will be made based on price and price related factors alone.

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- 4.2 The following procurement procedures will be discussed in greater detail in Procedure FRS-PR-031 but in general the RFP process includes the following requirements:
- The anticipated value of the services are greater than \$100,000.
 - The RFP is publicly advertised;
 - All evaluation factors and their relative importance are specified in the solicitation;
 - Proposals are solicited from an adequate number of qualified sources;
 - A specific method is established and used to conduct technical evaluations of the proposals received and to determine the most advantageous offer;
 - An award is made to the responsible offeror whose proposal is most advantageous to VTA with price and other factors considered;
 - VTA may award the contract to the offeror whose proposal provides the greatest value (Best Value Procurement) to VTA. To do so, the solicitation must inform potential offerors that the award will be made on a best value basis and identify what factors will form the basis for award.
 - VTA may use this process to establish a list of firms that may be used for specific scopes of work after establishment of the list(s).
 - Direction for selection from established lists is contained in Policy FR-CM-PL 1000.




5.0 Definitions:

N/A.

6.0 Summary of Changes:

To add wording that speaks to the use of this process to establish lists of firms that may be used for specific scopes of work after establishment of the list(s).

7.0 Approval Information:

<i>Prepared by</i>	<i>Reviewed by</i>	<i>Approved by</i>
 Thomas B. Smith Purchasing and Materials Manager	 Bill Lopez Director of Business Services	 Nuria I. Fernandez General Manager

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1/20/15
Date Signed

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LIST OF POLICIES FOR TRIENNIAL REVIEW

- 1. FRS-PR-031 Solicitation, evaluation, award and administration of firms placed on pre-qualified lists. ✓
2. FRS-PL-030 Bond requirements. ✓
3. FRS-PL-012 Contractor responsibility including searching the SAM ✓ ✓
4. FRS-PL-024 Rolling stock ✓
5. FRS-PL-035 Brooks Act ✓
- ✓ (6. FRS-PR-021 Federal cost principles ✓
7. FRS-PL-021 Cost price analysis in excess of a fixed percentage ✓
8. FRS-PL-012 Contractor responsibility including searching SAM
- 9. FRS-PR-031 Retention of original evaluation forms ✓
10. FRS-PR-032 Solicitation, evaluation, award and administration of firms placed on pre-qualified lists.