

## INSTRUCTIONS FOR SUBMITTING PROPOSALS

To be considered, all proposals must be submitted in accordance with these instructions.

**NOTE: THE FOLLOWING ARE GENERAL INSTRUCTIONS FOR SUBMITTING PROPOSALS. ADDITIONAL OR CONFLICTING INSTRUCTIONS OUTLINED IN THE GENERAL SPECIFICATIONS IN THIS REQUEST FOR PROPOSAL (RFP) MAY SUPERSEDE THESE INSTRUCTIONS.**

**A. ISSUING OFFICE**

This RFP is issued for El Paso County by the Contracts and Procurement Division

**B. PURPOSE**

This RFP is designed to provide prospective firms sufficient information to enable them to prepare and submit proposals for consideration by El Paso County.

**C. SCOPE**

This RFP contains the instructions for submitting proposals, the information to be included in the response and any mandatory requirements which must be met to have the response be eligible for consideration.

**D. WHO SHOULD RESPOND**

El Paso County is hereby contacting prospective firms who are known to do business relevant to this RFP. All interested firms are invited to submit a proposal in accordance with the specifications, procedures, dates and times as set forth herein.

**E. INQUIRIES**

Prospective firms may submit written inquiries concerning this RFP to obtain clarification of the proposal requirements. If specified, a pre-proposal conference or a mandatory pre-proposal conference may be scheduled to clarify information contained within the RFP. All interested firms will be invited to attend at the date and time specified. No inquiries will be accepted after five (5) calendar days before the RFP closing date.

**F. ADDENDUM OR SUPPLEMENT TO REQUEST FOR PROPOSAL**

In the event that it becomes necessary to revise any part of this RFP, an addendum will be provided to each firm who received the original RFP, or, if applicable, only to those firms who attended a mandatory pre-proposal conference.

**G. LATE PROPOSALS**

Late proposals will not be accepted. It is the responsibility of all firms to ensure that the proposal arrives in the office of the Contracts and Procurement Division by, or prior to, the date and time specified in the RFP.

**H. REJECTION OF PROPOSALS**

El Paso County reserves the right to reject any or all proposals received, to waive informalities and minor irregularities, and to accept any portion of a proposal deemed to be in the best interest of El Paso County.

**I. PROPRIETARY INFORMATION**

Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be respected in accordance with applicable El Paso County Procurement Policies.

**J. MATERIAL OWNERSHIP**

All material submitted regarding the RFP becomes the property of El Paso County and will be returned to the proposing firm at the County's option. El Paso County reserves the right to use any or all ideas presented in reply to this RFP, subject to limitations outlined in Section J, Proprietary Information. Disqualification of a RFP does not eliminate this right.

**K. INCURRING COSTS**

El Paso County is not liable for any cost incurred by a firm in developing its proposal unless stated otherwise in the RFP.

**L. USE BY OTHER JURISDICTIONS**

Awarded vendor may elect to extend the resulting contract or price agreement, pricing, terms and conditions to any Colorado political subdivision, but is not obligated to do so.

**M. RFP CLOSING DATE**

All proposals must be received by the date and time specified in the RFP. In the event of an emergency situation (i.e., large snow storm, tornado, etc.), which causes the Board of County Commissioners (BOCC) to close the El Paso County offices, the Contracts and Procurement Division has the authority to reschedule the RFP closing date. All firms will be allowed to resubmit their proposals prior to the new date and time specified.

**N. INSURANCE**

The successful firm will be required to provide any or all insurance coverage at its own expense and maintain such coverage for the duration of the contract as stated in the contract.

**O. CONFLICT OF INTEREST**

Full disclosure of any and all actual or perceived conflicts of interest must be included with your proposal. Examples of such conflicts of interests include, but are not limited to, vendor/County employee relationship, vendor/public official relationship, vendor's financial interest in the project.

**P. EVALUATION PROCESS**

**1. Committee**

An Evaluation Committee comprised of personnel from various El Paso County departments (and, if applicable, other individuals the County chooses to be part of this committee) will evaluate all proposals received in a timely manner for completeness and the firm's stated ability to meet all specifications as outlined in the RFP.

**2. Disqualification**

Failure by a firm to provide all information requested in the RFP may result in disqualification of the proposal without notice.

**3. General Evaluation Criteria**

Examples of evaluation criteria by which each firm's submitted proposal will be evaluated are as follows:

- a. Fee Schedule (if requested), including reimbursements;
- b. Technical content of the proposal, methodology and approach to the project;
- c. Previous background and experience of the firm relevant to this RFP;
- d. Experience of staff assigned to this project;
- e. Estimated time required for completion of the project;
- f. Location of offices; and,
- g. References, including contact names and phone numbers.

Information submitted by the vendor should be in the order as outlined in the RFP Requirements and must clearly address each item. Each item listed in the RFP Requirements will be given a numeric weight and will be evaluated and scored independently by each Evaluation Committee member.

**4. Short List**

The Evaluation Committee may short list the firms whose proposals are considered to be in the best interest of the County. Those firms may be scheduled for an interview with the committee.

**5. Interviews**

The purpose of an interview is to gain a better understanding, by all parties, of the work to be performed. Firms selected to be interviewed will be contacted and scheduled, in no particular order, to meet with the Evaluation Committee. A time limit is set for each interview and is precisely adhered to. Interviews will be held during regular working hours. During the interviews, additional general or fee information may be requested from each firm. A specific date and time will be required to supply the additional information to the Contracts and Procurement Division. The Contracts and Procurement Division will then submit this information to the Evaluation Committee. Any additional information will become part of the submitted proposal and, subsequently, part of the final contract. The Evaluation Committee will determine based on (1) evaluation of the submitted proposals, (2) any information gathered during the interview process, and, (3) all additional submitted information, which firm will be contacted to negotiate a contract.

**6. Negotiations**

The firm selected to negotiate a contract will meet with the Evaluation Committee at a specified date and time. The contract terms and conditions will be reviewed, discussed, negotiated and finalized for recommendation for approval by the BOCC.

In the event a contract cannot be negotiated with the first firm selected, the Evaluation Committee will select a second firm to repeat the negotiation process, and a third firm, if necessary.

**7. Recommendation**

The objective of the Evaluation Committee will be to recommend the firm whose proposal is most responsive to El Paso County's requirements while staying within the funds budgeted. The specifications within this RFP represent the minimum performance necessary for response by any interested firm.

Upon recommendation by the Evaluation Committee and the Department Head, the contract will be presented to the BOCC at a scheduled public agenda meeting for approval. All required signatures, as well as approval by the Budget Office, must be obtained prior to submittal for approval.

All contractual documentation will become public information, according to C.R.S., Title 24, Article 72, for public (open) records, upon recommendation to the BOCC.

**Q. AWARD**

Upon approval by the BOCC and signature by the President, a Notice of Award will be issued to the successful firm. Any final documentation necessary to complete the contract requirements will be requested at that time (i.e., Performance Bond, original Certificates of Insurance, etc.) and the firm will be given ten (10) business days from date of the Notice of Award to acknowledge and comply with these requirements.

Failure to comply with the requirements of the Notice of Award may result in the termination of the contract. The contents of the proposal by the successful firm will become a part of the contractual obligation if a Notice of Award action ensues. Failure by the successful firm to accept the obligations specified in a purchase order, contract or similar acquisition instrument shall result in cancellation of the award and loss of any Bid Security. Such firm may be restricted from future solicitations for a minimum period of one (1) year.

Once all required documentation is received, a fully executed copy of the contract will be sent to the successful firm.