



## **PROCEDURES FOR FORMAL SOLICITATION AND AWARD PROCESS FOR SERVICES \$25,000 AND OVER**

### **VENDORS** (e.g. Website design, consultants)

- Commission staff will develop the formal solicitation.
- Executive Director and/or Director of Operations will approve the formal solicitation prior to issuance.
- Each proposal will be independently reviewed by 2 staff members and at least 1 external reviewer with expertise in the subject matter.
- Staff will develop a review process that will provide consistency and guidance to the reviewers for rating responses.
- The review committee will make a final recommendation based on the results of the scoring, cost, qualifications, and prior performance.
- Final approval of the award for services up to \$50,000 will rest with the Executive Director. Final approval for services over \$50,000 will rest with the Commission.

### **FUNDED PROGRAMS** (e.g. Neighborhoods for Learning, Targeted Contracts)

#### **RFA DEVELOPMENT**

- Commission staff will develop Request for Applications/Qualifications (RFA/RFQ), with general policy direction from standing Committees. (Depending on the content area of the initiative, a special Ad-Hoc Committee may be formed.)
- Staff will seek technical assistance, as needed, from experts in the field.
- All RFA/RFQs will be brought to the full Commission for approval to release.

#### **PROPOSAL REVIEW PROCESS**

- Each proposal will be independently reviewed by at least 5 independent reviewers.
- Staff will develop a scoring matrix (rubric) for each proposal that will provide consistency and guidance to the reviewers for rating responses.
- An orientation will be held for proposal reviewers, inclusive of training on the use of scoring matrices (rubrics).
- A minimum score of 80 points will be required for a proposal to be eligible for funding. A score of 80 points or higher, however, does not guarantee the proposal will be selected for funding.

## **PROPOSAL REVIEW COMMITTEES**

- Proposal review committees will be composed of a minimum of 5 persons with knowledge or expertise in the field.
- All reviewers will be asked to sign a standard conflict of interest form and to remove themselves from the committee if a conflict is presented.
- Alternates will be available to replace a reviewer who must disqualify himself (or herself) based on a conflict.
- Commissioners will not serve on any proposal review committees. Standing committee members may serve. However, a majority of each proposal review committee must consist of persons who are not members of standing Committees.
- Reviewers will be reimbursed for reasonable expenses, such as travel. It is not the intent of the Commission to pay stipends to reviewers.

## **RECOMMENDATIONS FOR FUNDING**

- Results of the scoring matrix and recommendations of the proposal review committee will be presented by the Executive Director to the appropriate standing committee of the Commission.
- The standing committee will make a final recommendation to the Commission based on the results of the scoring matrix and the overall service needs of the County.
- Final approval of grant awards will rest with the Commission.

## **SOLE SOURCE CONTRACT GUIDELINES**

There may be circumstances where there is only one qualified contractor who can provide the needed services. This is known as a sole source contract. In order to execute a sole source contract at least one of the following conditions must exist.

- The services required are unique.
- There is only one known source for the specialized services required.
- There is an emergency situation such as a declared emergency or disaster.

If one of the above conditions exists a sole source justification must be submitted to the Executive Director and include the following information:

- The unique specifications of the services.
- Why these unique specifications are required
- What other services/contractors have been evaluated and the reason for them not being considered.

The sole source contract proposal and justification will be brought to the Commission for review and final approval.

## **APPEAL PROCESSES**

- Applicants whose proposals are not funded can file a Notice of Appeal with the Executive Director. Appeals must be filed within 10 calendar days following notification of grant awards. The appeal process will be used solely to contest a procedural aspect of the review process, e.g. fair and consistent application of rules and standards.
- If the Executive Director believes a decision should be reconsidered, the Executive Director will make a recommendation directly to the Commission.
- If the Executive Director denies the appeal, and the applicant does not agree with the decision, the applicant can file an appeal directly with the Commission.
- Final decision on appeals will rest with the Commission.