

## **PROPOSAL INSTRUCTIONS AND REQUIREMENTS**

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A Proposal is requested by the Dallas/Fort Worth International Airport Board (herein called Board). The Board will receive separate sealed Proposals until the deadline for Proposal submittal. Those who submit proposals (Proposers) are required to read and comply with these instructions.

### **1 CONTACT INFORMATION**

It is the Proposer's responsibility to obtain clarification of any information contained herein. Proposers must submit all questions or requests for clarification in writing and ONLY to the contact person identified on the Cover of this Request for Proposal (RFP). The Solicitation Number must be referenced in all correspondence pertaining to this solicitation. Proposer contact with Board personnel other than designated Airport Board Solicitation Contact may be cause for Proposal rejection. Inquiries must be submitted in writing no later than the Deadline for Questions identified on the Cover of this RFP. The Board will post a response to questions on the Board's website ([www.dfairport.com](http://www.dfairport.com)). All questions may not require a written response.

### **2 PRE-PROPOSAL CONFERENCE**

- 2.1 If a Pre-Proposal Conference is held, it shall be held at the time, date and place identified on the Cover of this Request for Proposal and shall be open to all interested parties for the purpose of discussing the requirements of the solicitation and/or to inspect the location where Work is to be performed. All Prospective Proposers and those seeking to provide work under a subcontract are strongly encouraged to attend.
- 2.2 Proposers that do not attend may be required to provide additional information or documentation to validate that they fully understand the Board's requirements.
- 2.3 It is the responsibility of the Proposer to fully understand the scope of work and the conditions under which Work is to be performed. Failure to attend a Pre-Proposal Conference shall not relieve a Proposer from full performance of any Contract awarded to the satisfaction of the Board.

### **3 ADDENDA**

- 3.1 The Board may, at its sole discretion, elect to issue changes or clarifications to the Proposal Solicitation. The Board will issue changes or clarifications in the form of a written addendum. Written addenda shall be the ONLY FORM of amendment to the Solicitation. Other written information or verbal communications, including but not limited to discussion in a Pre-Proposal conference, shall not constitute a change to the requirements of the Solicitation. Addenda, if issued, will be mailed, faxed, and/or emailed to all known prospective Proposers and posted on the Board's website ([www.dfairport.com](http://www.dfairport.com)) prior to the date and time of the Deadline for Proposal Submittal.
- 3.2 It is the Proposer's responsibility to ensure receipt of any addenda issued. Failure of any Proposer to receive any such addendum or interpretation shall not relieve the Proposer from any obligations under its Proposal as submitted. The Proposer must sign all addenda and return them with their Proposal. All addenda shall become part of the Contract documents.

### **4 MINORITY AND/OR WOMEN-OWNED BUSINESS ENTERPRISES (M/WBE)**

- 4.1 The Board strongly encourages M/WBE (minority/women-owned business enterprises) firms to participate in this solicitation and encourages joint venture Proposals that include M/WBE firms.
- 4.2 Proposers are directed to review the Special Provisions and the related forms within this

Solicitation document for specific goals and compliance requirements.

## 5 PROPOSAL PREPARATION

5.1 Submittals: Proposer must submit all Proposal Response Forms, plus all addenda, completed forms, and any requested information and documentation as part of its Proposal. Proposer's failure to include all submittals may be cause to consider a Proposal non-responsive.

### 5.1.1 Completing the Business Disclosure Form:

- List your entire legal business name on the form.
- If you are a corporation, limited partnership, limited liability partnership or limited liability company, your legal business name should include that designation or an abbreviation of that designation.
- If the mailing address is the same as the business address write, "same" in the space under mailing address. Do not copy the mailing address or leave blank.
- Under business structure, check only one box. The next section is filled out only if your company is a corporation.
- If your business is a corporation, check the box for profit or non-profit, and public or private. These boxes must be checked. If you are an S corporation, professional, parent-sub, or close mark the appropriate box as well.
- The state, month and year of your company's incorporation, registration or formation needs to be filled in. This is either the date you registered with the county clerk, or filed with the secretary of state.
- List the names of all owners or partners in the company who hold more than 10%. If the company is publicly owned, list the stock exchange it is traded on and the symbol. If your company is traded on a foreign exchange, name the foreign exchange it is traded on.
- Fill in names of Joint Venture owners if applicable.
- The percentage of ownership needs to be filled in unless the company is publicly traded. All of the owner's names (who own more than 10%) need to be listed with their corresponding percentages of ownership in this space. Please use whole or half numbers. If the owners' percentages listed do not equal to 100%, you may write: "all others own less than 10%."

5.2 Endorsing the Proposal: An authorized officer of the Proposing Firm must sign the Proposal. Signature of the Proposal will signify agreement and compliance with all requirements set forth in this Solicitation except where properly noted in the Proposal Response Forms. Proposers that take exception to the Board's General Terms and Conditions, Special Provisions, and/or Specifications shall do so at the risk of Proposal rejection.

5.3 Proposal Language / Currency: Proposers must submit their Proposal in the English language and Proposal pricing must be in Dollars of the United States of America.

5.4 Freight and Shipping: Proposal prices shall include the cost to ship all products and materials to the Dallas/Fort Worth International Airport, F.O.B. Destination, Freight Prepaid and Allowed.

5.5 Tax Exempt Status: Purchases by the Airport Board are exempt from sales and use tax under Section 151.309 of the Texas Tax Code (the "Code"). In addition, Contractor purchases of tangible personal property and taxable services for the purpose of reselling them to the Board under this Contract may also be exempt from sales and use tax under Code Section 151.302.

5.6 Proposer Requirements: The Proposer must have demonstrated experience in the successful completion of projects of a similar nature and scope. The Successful Proposer

must take prime contractor responsibility, including the management and performance of all subcontractors and products (goods) provided.

- 5.7 Acceptance of Specification Requirements: The Board will presume that the product or service offered complies with each requirement of the specifications unless indicated otherwise. If the product or service offered is different than specified, Proposer must note the difference on an attached document that details the exception(s) to specifications. Failure of the Proposer to make the required acknowledgements may cause the Proposal to be considered non-responsive, in the sole determination of the Board. Should any product be delivered or service performed which is not as the Successful Proposer has purported it to be in its Proposal, said Successful Proposer will be required to correct any deficiencies without additional cost to the Board.
- 5.8 Solicitations Including Requirements for Goods
- 5.8.1 Brand Name or Equal: To establish an understanding of the type products that will be considered responsive to the Specifications, specific manufacturers and series or model numbers may have been referenced. Such brand identification is intended to be descriptive, not restrictive, and is referenced to indicate the quality and characteristics of products that will be satisfactory. Other makes and models may be submitted for consideration provided they are equal in quality, design use, operational size and characteristics.
- 5.8.2 Proposals offering "equal" products will be considered for award if such products are clearly identified in the Proposals and are determined solely by the Board to be equal in all material respects to the brand name products referenced.
- 5.8.3 Proposers must submit with their Proposal, complete manufacturer's descriptive literature and identification of the product being offered.
- 5.8.4 Proposers proposing products other than that specifically referenced must be prepared, if requested by the Board, to fully demonstrate that the proposed products are equivalent to the referenced products and capable of achieving the desired results. Such demonstration(s) shall be made solely at the Proposer's expense in a manner best representative of the requirements to be met, and at a schedule convenient to the Board.
- 5.8.5 Unless the Proposer clearly indicates in its Proposal that it is offering an "equal" product, its Proposal shall be considered as offering the brand name and product model referenced.
- 5.9 Alternate Proposals: Alternate Proposals may be considered only if the Proposer submits a Base Proposal based on the specifications provided in this Solicitation. Proposer must submit any Alternate Proposal separately from the Base Proposal and it must be clearly labeled as an Alternate Proposal. All Alternate Proposals must detail any modifications to product, service or performance modifications proposed in the Base Proposal. The Board reserves the sole right to accept or reject an Alternate Proposal.
- 5.10 Proposer Costs: Any costs that may be incurred to prepare responses, attend meetings, attend site inspections, provide requested follow-up information, make formal and informal presentations, and / or contract negotiations, if applicable, shall be the sole responsibility of the Proposer.
- 5.11 Confidential or Proprietary Markings: Any portion of the Proposal that Proposer considers confidential or proprietary information, or to contain trade secrets of Proposing Firm, must be marked accordingly. This marking must be explicit as to the designated information. This designation may not necessarily guarantee the non-release of the information under the Public Information Act or as otherwise required by law, but does provide the Board with a means to review the issues thoroughly and, if justified, request an opinion by the Attorney General's office prior to releasing any information requested under the Public Information

Act.

## 6 PROPOSAL FORMAT REQUIREMENTS

### 6.1 Overview

To facilitate and expedite the evaluation process, all information in the Proposal should be organized and presented as directed below. A Proposal may be deemed to be non-responsive and may be disqualified, at the Board's discretion, if the Proposal fails to comply with the Proposal Format Requirements.

### 6.2 Proposal Organization

6.2.1 Each copy of the Proposal shall be submitted in a 3-ring binder.

6.2.2 Proposal text shall be typed in font no smaller than 10 point, on 8.5-inch by 11-inch paper, with one inch margins. Proposals shall be single sided, double spaced for the entire submitted proposal document

6.2.3 All Proposal sections shall be divided by the use of numeric index tabs. All pages within these sections shall be uniquely numbered for purposes of easy reference.

6.2.4 Proposals shall be assembled in accordance with the following format.

#### 6.2.4.1 Cover Letter

Include an explicit statement indicating that the Proposer, if successful, will be the Prime Contractor for the Work.

#### 6.2.4.2 Table of Contents

Include references to sections and page numbers.

#### 6.2.4.3 Disclosure Statements

6.2.4.3.1 Proposer's disclosure and description of any outstanding legal issues and claims against it in connection with current projects or other project undertaken in the last five (5) years.

6.2.4.3.2 The past fiscal year's audited financial statement of Proposer and most recent affirmative statement of financial capability.

6.2.4.3.3 Proposers shall include in their response a statement affirming that no member of the Board, no official or employee of the Board, and no member of any commission, committee, board or corporation controlled or appointed by the Board has already received, in connection with or related in any way to this contract, or has been promised, in the event this contract is awarded to the firm, any commission, finder's fee or other thing of value. In addition, the firm shall furnish a statement that identifies any member of the Board and any official or employee of the Board who, the firm has reason to believe, would or may be financially affected, whether affirmatively or negatively, and whether personally or through a spouse or other family member, if this contract were awarded to the firm. Upon request by the Board's Vice President of Procurement and Materials Management or an authorized agent thereof, the firm shall respond to any questions relating to the subject of this section.

#### 6.2.4.4 Addenda

The acknowledgement page(s) of all addenda issued by the Board shall be signed by the Proposer's authorized representative and submitted in this section.

- 6.2.4.5 Part 1 (Tab 1) - Brief Executive Overview
- 6.2.4.5.1 Introduction of the Proposer's company including history, location, qualifications, experience, main line of business, how business is organized (corporation, partnership, public, private, etc.), notable achievements, etc.
- 6.2.4.5.2 Overall summary regarding plans to meet Board requirements.
- 6.2.4.5.3 Identify proposed subcontractors, if any, by listing name, address, telephone and contact person. For each listed proposed subcontractor, include a brief history, qualifications, experience, main line of business, how business is organized (corporation, partnership, public, private, etc.), notable achievements, etc. Proposer shall state whether it has worked with the listed proposed subcontractors in the past, addressing contractual relationship, frequency and scope of work completed.
- 6.2.4.5.4 Proposers shall complete the forms titled "Organizational Summary Information" and "Business Disclosures" included in this Solicitation.
- 6.2.4.6 Part 2 (Tab 2) - Relevant Information
- 6.2.4.6.1 Include in this section all other contractor and subcontractor information that is relevant to this request for proposal, if any, and is not included elsewhere. Proposers may include relevant company brochures, published articles, abstracts, etc.
- 6.2.4.6.2 Brochures, catalogs, pre-printed matter or other relevant information not suitable for inclusion within the proposal binder may be provided in loose form. This material shall be provided for the original and all copies. Each set shall be sealed in an individual envelope marked on the outside with the following information:  
 Additional Information for Solicitation No.: \_\_\_\_\_  
 Proposal Title: \_\_\_\_\_  
 Deadline for Proposal Submittal: \_\_\_\_\_  
 Name of Proposer: \_\_\_\_\_  
 1 of N (N is the number of envelopes per set): \_\_\_\_\_
- 6.2.4.7 Part 3 (Tab 3) - List of Exceptions/Substitutions (E/S)
- 6.2.4.7.1 Although the Scope of Work included Project Requirements of the solicitation represents the Board's anticipated needs, there may be instances in which it is in the Board's best interest to permit exceptions to requirements and accept proposed alternatives. Exceptions to the specifications / scope of work provided in the RFP Data Disk shall be stated in the space or section provided in that disk as directed by the submission instructions.
- 6.2.4.7.2 It is extremely important for the Proposer to make clear where exceptions to the Scope of Work are taken and how substitutions shall be provided. The Board does not recognize strikeouts, deletions, or changes to Solicitation documents. Therefore, exceptions, conditions, clarifications and/or substitutions to the provisions of the Board's requirements must be clearly identified as such, in accordance with Paragraph below, "Response Definitions." If the Proposer does not make it clear that an exception is taken, the Board shall assume the Proposer is responding to and shall meet the Board's stated requirements.
- 6.2.4.7.3 Response Definitions for the General Provisions and Special Provisions provided herein with this RFP - The following definitions and abbreviations are to be used by the Proposer in any list when referencing compliance (CO), exception (E), or substitution/clarification (S) in the Proposer's response. The following definitions apply: CO = COMPLIANT - Compliant with or exceeds specification/requirement as

stated, the feature, functionality, service or requirement shall be met or provided; E = EXCEPTION - The feature, functionality, service or requirement shall not be provided for the following reason; S = SUBSTITUTION OR CLARIFICATION – The Proposer offers something other than is appears to be stated in the Board's requirements or Proposer desires to define in alternative language the requirement to avoid any misunderstanding and/or to define the Proposer's understanding of the requirements.

- 6.2.4.7.4 Identify each CO/E/S by clearly referencing the page number, section number, subsection number, item number or letter, and, if necessary, paragraph, or line number.
- 6.2.4.7.5 Identify each item clearly as compliant, exception, or substitution. It is not necessary to include the entire text of a particular section or subsection. However, for ease of reference, Proposers may use portions of the solicitation's text, if helpful in explanation.
- 6.2.4.7.6 For substitutions/clarifications, provide an explanation of the difference between what the solicitation requests and what is proposed. The Board is open to other means of accomplishing the requested Work. Proposers must explain why they believe their method of accomplishing the Work is equal to or better than that specified by the Board.
- 6.2.4.7.7 For any exception(s) taken, provide a rationale in as much detail as possible.
- 6.2.4.7.8 Begin responses to the major sections of the solicitation on a new page.
- 6.2.4.7.9 Exceptions to the Board's "General Terms and Conditions" (GT&C) and "Special Provisions" (SP), including any attachments: Exceptions, conditions, or qualifications to the provisions of the Board's GT&C or SP documents, if any, must be clearly identified as such (by page, paragraph, line, word and number), followed by the proposed alternate language. The Board shall consider the number and substance of alterations to the Board's Contract documents as a factor in determining the most advantageous response.
- 6.2.4.8 Part 4 (Tab 4) - Implementation
- 6.2.4.8.1 The Proposer must provide a preliminary implementation plan, based on their understanding of the Work to be performed. The Proposer must show the various phases of the implementation in Gantt Chart Format. The plan should cover all key phases and steps in the implementation, from Contract award through start of contract work.
- 6.2.4.8.2 Provide a brief narrative description of the schedule for the Work addressing key milestones. Include what type of participation is required of Board Staff for each milestone phase.
- 6.2.4.9 Part 5 (Tab 5) - Pricing  
Proposal pricing shall be assembled and presented in accordance with the format and instructions of this solicitation.
- 6.2.4.10 Part 6 (Tab 6) – Minority/Woman Owned Business Enterprise (M/WBE) Participation
- 6.2.4.10.1 Submit a historical description of Proposer's Affirmative Action efforts for employment of minorities and women and M/WBE involvement/utilization on past projects.
- 6.2.4.10.2 Submit Affirmative Action Plan and/or Policy Statements; to include goals with

respect to hiring staff for the proposed project. Such plan shall include, but not be limited to, goals for women and minorities for management and non-management positions, and outreach efforts.

- 6.2.4.10.3 Submit the proposed plan for M/WBE involvement (subcontractor, joint venture, partnership, etc.) to support the Board's commitment to promote active M/WBE participation, if applicable.
- 6.2.4.10.4 Present statistics on company-wide work force composition (company or business structure applicable to project) by sex and race/ethnic make-up.
- 6.2.4.10.5 Include the following completed forms in this part of the proposal:
  - Work Force Composition Form
  - Schedule of Subcontractors
  - Intent to Perform/Contract as a Subcontractor, as appropriate.

## 7 SUBMITTAL OF PROPOSALS

- 7.1 **The Board will accept Proposals no later than the Deadline for Proposal Submittal. The Board will not consider late Proposals under any circumstances. All Proposals submitted in response to this RFP shall become the property of the Board and will not be returned to the Proposer.**
- 7.2 Hard Copy Proposals must be signed, sealed in an opaque envelope or container, and delivered to the Board's Procurement and Material Management (PMM) Offices. Unsigned, unsealed or late Proposals will not be considered. The Proposer must submit at least one original and one (1) exact copy of each proposal. The Proposal submittal must be clearly marked with the Solicitation Number, Proposal Due Date and Time and addressed to the attention of the PMM Department.
- 7.3 Proposer must provide all information requested in this Solicitation for a Proposal to be considered responsive.
- 7.4 All Proposers must organize their response in accordance with the instructions in the Proposal Format Requirements Section of this Solicitation.
- 7.5 Proposal Guarantee: If a Proposal Guarantee (Bid Bond) is required, details will be included in the Special Provisions of this Solicitation. Bidder will be required to submit the original copy of any Guarantee required with the Hard Copy Bid or otherwise deliver it to the PMM Office prior to the deadline for Proposal Submittal. Proposal Guarantee must be delivered in a sealed envelope bearing the Solicitation Number and Bid Opening Date and Time.

## 8 PROPOSAL RECEIPT / EVALUATION OF PROPOSALS

- 8.1 Responses to this Solicitation (Proposals) become the exclusive property of the Board. Proposals will be opened by the Board so as to avoid disclosure of contents to competing Proposers and kept secret during the process of negotiation. **Proposals will not be publicly read.** After Contract award, all proposals submitted become a matter of public record and, upon request, shall be open for public inspection, with the exception of those portions of each proposal which are defined by the Proposer as business or trade secrets and are clearly marked as "Trade Secret," "Confidential" or "Proprietary."
- 8.2 After Proposals are opened, they will be evaluated by a committee on the basis given in the specifications/Scope of Work and as described in the "Evaluation Criteria" Section of this RFP. Until final award of a contract, the Board reserves the right to reject any or all Proposals, to waive technicalities, or to proceed with a Contract for the services otherwise as deemed in the Board's best interest.

- 8.3 The Board reserves the right to require additional information from any or all Proposers and to conduct necessary investigations to determine (a) if the product and/or service offered meets the Board's requirements, (b) the quality and reliability of the Proposer's performance, and/or (c) to determine the accuracy of the Proposal information. As part of said investigations, the Board may interview and/or visit companies or public entities listed as references.
- 8.4 The Board reserves the right to select any/all options that is/are determined to be in its best interests and at the sole discretion of the Board.

## 9 PROPOSAL AWARD

- 9.1 If a Contract is awarded as a result of this Solicitation, it will be made by the Board to the Proposer whose Proposal is determined to be the most advantageous to the Board, taking into consideration the relative importance of price and other evaluation factors, as identified in the Evaluation Criteria Section of this Solicitation.
- 9.2 Proposals shall remain valid until the Board makes its final selection, which is estimated to take no more than 120 calendar days.
- 9.3 The Board reserves the right to make multiple awards if deemed in its best interest to do so.

## 10 CONTRACT WITH THE BOARD

- 10.1 A Proposal, when accepted by the Board will constitute a Contract between the Board and the Successful Proposer. Acceptance may take the form of an Acceptance Letter or Purchase Order issued by the Board, or a Contract document issued by the Board and executed by both parties, followed by a Notice to Proceed issued by the Board. Each of these forms constitutes a legal contract equally binding between the Successful Proposer and the Board. After Proposal acceptance, no different or additional terms shall become part of the Contract without a properly executed change order.
- 10.2 Proposer is required to review all the specifications, terms, conditions and special provisions contained in this Solicitation to ensure it can comply and concurs with all requirements.
- 10.3 Proposer is required to review any insurance requirements that may be required in the Special Provisions to ensure it has adequate insurance or it will obtain the required insurance if awarded a Contract. Proof of insurance must be submitted before a Contract can be executed and insurance coverage must remain in effect during the term of the Contract.
- 10.4 Proposer is required to review the payment terms and is advised that, unless other terms are requested and accepted, payment shall be made in accordance with the Texas Prompt Payment Act, including the provision that payment be made within 30 days after receipt of a valid invoice or receipt of products / services in accordance with the specifications, whichever is later.

## 11 DETERMINATION OF NON-RESPONSIBLE PROPOSER

The Board may disqualify a Proposer as non-responsible and its Proposal shall not be considered for reasons including but not limited to the following.

- 11.1 Reason for believing collusion exists among the Proposers.
- 11.2 Reasonable grounds for believing that any Proposer is interested in more than one Proposal for the work contemplated.
- 11.3 Where the Proposer, any subcontractor, supplier, or the Surety on any bond given, or to be



given, is in litigation with the Board, or with either the cities of Dallas or Fort Worth, or where such litigation is contemplated or imminent, in the sole opinion of the Board.

- 11.4 The Proposer being in arrears on any existing Contract or having defaulted on a previous Contract.
- 11.5 Lack of competency, in the judgment of the Board, as revealed by pertinent factors, including but not necessarily limited to, experience and equipment, financial statement and questionnaires.
- 11.6 Uncompleted work that, in the judgment of the Board, will prevent or hinder the prompt completion of additional work if awarded.
- 11.7 Where the Proposer, or subcontractor thereof, in the judgment of the Board, has failed to perform in a satisfactory manner on a previous contract.
- 11.8 Where a Proposer or subcontractor thereof has failed to disclose a potential conflict of interest or discovered to have a conflict of interest in accordance the Board's Code of Business Ethics.
- 11.9 Where a Proposer, its subcontractor, or individual officer/principal of the Proposer or subcontractor is under criminal indictment or been convicted of a criminal offense.

## 12 DETERMINATION OF NON-RESPONSIVE PROPOSAL

The Board may disqualify a Proposal as non-responsive and it shall not be considered for reasons including but not limited to the following.

- 12.1 The Proposal shows any omissions, alterations of form, additions, or conditions not called for, unauthorized alternate Proposals, or irregularities of any kind, in the sole determination of the Board.
- 12.2 Proposal received after the time limit for receiving Proposals.
- 12.3 Proposal was not signed.
- 12.4 Unbalanced value of any items.
- 12.5 Improper or insufficient Proposal guaranty, if required.
- 12.6 Proposal did not meet specifications.
- 12.7 Proposal did not contain all requested/required documents, submittals and/or samples.

## 13 REJECTION OF PROPOSALS

- 13.1 The Board will automatically reject any Proposal that is submitted after the Deadline for Proposal Submittal, and return it unopened.
- 13.2 Until a Contract is executed, the Board reserves the right to reject any or all Proposals, to waive technicalities, to re-solicit, to decline to proceed or to otherwise proceed with procurement of goods and services herein defined by other method(s) allowed by law and in the best interests of the Board.

## 14 WITHDRAWING PROPOSALS

Proposals submitted to the Board cannot be withdrawn prior to the Deadline for Proposal Submittal. Request for non-consideration of Proposals must be made in writing to the Vice President of Procurement and Materials Management and received by the Board prior to the Deadline for Proposal Submittal. A Proposal for which non-consideration is properly requested may be returned unopened. A Proposal may not be withdrawn after the Proposals have been

opened, and the Proposer, by submitting a Proposal, warrants and guarantees that the Proposal has been carefully reviewed and checked and that it is in all things true and accurate and free of mistakes and that such Proposal will not and cannot be withdrawn because of any mistake committed by the Proposer.

**END OF PROPOSAL INSTRUCTIONS AND REQUIREMENTS**

## **EVALUATION CRITERIA**

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- 1 The evaluation criteria or elements listed below will be used to determine which response is most advantageous to the Board. Said determination will be made in the Board's best interest, and shall therefore be considered final. Responses received to this solicitation will be evaluated based on knowledge, expertise, and experience in each applicable area as well as on other evaluation criteria listed herein. The response to the requirements of the solicitation and Scope of Work as well as the proposed prices will be used in the Board's evaluation.
- 2 Discussions may be conducted with Proposers who submit responses determined to be reasonably qualified for the award of the Contract. Proposers shall be treated fairly and equally with respect to any opportunity for discussions and revisions of Proposals. Inasmuch as the Board may not request best and final offers, Proposers are strongly urged to provide competitive pricing since revisions may not be permitted after submissions and before the award of the Contract.
- 3 The evaluation criteria are listed below in the order of their relative importance:
  - 3.1 Price (25 Points). The Price will be evaluated based on the cost of the services and overall contract cost.
  - 3.2 Qualifications of Proposer and Staff (25 Points)
  - 3.3 Compliance with the requirements of the Scope of Work / Specifications (20 Points)
  - 3.4 Implementation Plan and reasonableness of work plan and schedule/timing (20 Points)
  - 3.5 Affirmative Action and M/WBE Participation (10 Points)
    - Firm(s) presented an Affirmative Action Plan and/or policy to the Board.
    - Firm(s) provided a Supplier Diversity Program and/or policy and information on purchasing spend with M/WBE firms for the last three (3) years, if available.
    - Firm (s) provided a commitment to conduct one (1) outreach conference for prospective local M/WBE firms.
    - Firm(s) provided an M/WBE utilization plan/program that outlines how it will achieve the five percent (5%) M/WBE participation goal applicable to this contract.Please refer to the Board's M/WBE Policy Section in the Special Provisions for details about the policy and the Board's M/WBE participation goal for this Contract.

## **END OF EVALUATION CRITERIA**