



Evaluation Committee Guidelines for City Commission

RFP#25-207 Executive Recruitment Services - City Manager

Thank you for participating in the selection process and serving on the Evaluation Committee.

Florida Sunshine Law

Please be advised that all evaluation committee meetings are subject to Florida's Sunshine Law, section 286.011, Florida Statutes, unless a specific exemption applies.

The evaluation committees and their members are subject to Florida's Sunshine Law (section 286.011, Florida Statutes), which prohibits two or more members from communicating with each other, either verbally or in writing, regarding the responses and their evaluation outside of the scheduled and publicly noticed evaluation committee meeting(s). The City's procurement cone of silence will be in effect as of the deadline for submitting a proposal in response to the RFP. The cone of silence terminates at the time of the award, the rejection of all proposals, or some other action by the City to end the selection process. If a potential respondent contacts a committee member, the member must refer the potential respondent to the Procurement Division.

For any questions regarding the foregoing, please **call** the Procurement Division at (561) 586-1738 or the City Attorney at (561) 686-8700.

Documents

Copies of all documents (RFP documents, Addendums, Proposals, Score Sheets & Oath Document, etc.) are provided by the Procurement Division. It is necessary to review all the documents thoroughly. You will receive an email with the link to download all documents, and hard copies will also be made available.

Documents will be organized in folders as follows:

- Solicitation Documents (RFP & Addendum #1)
- Evaluator Documents (Oath document & evaluation sheet)
 - Each evaluator must read and sign an Oath document and bring it to the evaluation meeting.
 - The evaluation sheet must be filled out and signed.
Note: The evaluation sheet will be pre-scored for the preference section (verified and completed by the Procurement Division).
- Submittals (each proposal will be placed in a folder with the Respondent company name for easier reference).
- Compliance folder
 - Compliance checklist – will be completed and provided by the Procurement Division.



Evaluation Meeting

The evaluation meeting will be scheduled as a Special Commission meeting and publicly announced. The meeting will be open to the public. No public comments will be allowed during this evaluation meeting.

At least 3 evaluation committee members (i.e., the quorum of the City Commission) must be present. If any member has a scheduling conflict, they should contact the City Clerk or Assistant Finance Director, Purchasing, as soon as possible.

Tentative Meeting Agenda:

- Introduction by Assistant Finance Director – Purchasing
- Discussions
- Reading of the scores
- Recommendation for award or shortlisting

Evaluation Process

Evaluating proposals. Each member of the evaluation committee shall evaluate the responses based solely on the evaluation criteria detailed in the solicitation requirement and scope of work/services defined in the solicitation documents. It is essential that all evaluation committee members read the solicitation thoroughly and understand the requirements and evaluation criteria before evaluating the responses.

Each member may consider the information in the response and any other relevant, factual information to complete their evaluation score sheet, including presentation and discussions with Respondents. All members of the evaluation committee should apply fair and unbiased judgment in awarding points to the responses for ranking purposes.

All criteria must be scored (except veteran/small/local business preference – these criteria will be reviewed and scored by the Procurement Division after verifying submissions and compliance with the City's policy). If a member chooses to score only some of the criteria, the evaluations completed by that member will be excluded to prevent skewing the final scores. Evaluations may be both qualitative and quantitative based on the evaluation criteria outlined in the solicitation. If a member scores a zero (0) in any category, that member must identify the deficiency and provide a written explanation for the zero (0) score on the evaluation sheet. All scores and comments become part of the solicitation and contract file and are subject to disclosure under the Florida Public Records Act.

Score sheets may be completed by evaluation committee members before the evaluation committee meeting or during the evaluation meeting. Preferably, evaluators review score sheets beforehand, so they are ready to evaluate when required. During the meeting, the committee should discuss the responses and, if they haven't already, members shall complete and finalize their score sheets. Members may adjust their initial scoring based on their interpretation of any additional information gained from the committee's discussions or presentations.



Each member is required to sign and date the score sheet, oath document, and any notes pages and submit them to the Chairperson as part of the public record.

Discussion of proposals. Members are encouraged to discuss the contents of the proposals and their scores with other members. After all discussions have been completed, each committee member shall finalize their scores.

Reading the Scores. After all discussions have been completed and members have scored their sheets, each committee member shall read their results once prompted. Scores will be recorded by the Procurement Representative. Scores cannot be changed after reading. The Procurement Representative will calculate, read the final scores, and announce the ranking of all proposals.

Decision: After announcing the ranking of proposals, the Evaluation Committee may shortlist the top 3 or more respondents or recommend the highest-ranking Respondent for the award.

If the Evaluators shortlist the proposals, a new special meeting will be scheduled for them to hear presentations from the shortlisted respondents. The aim of this meeting is to finalize the evaluation and select the most qualified respondent for the project.

At this stage, Evaluators may specify any details or additional information they require the shortlisted respondents to address during their presentations.

Following this discussion, the evaluation meeting will be concluded.