



Evaluation Committee Guidelines for City Commission

RFP#24-203

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

Florida Sunshine Law

Please note 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 its members are all 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 the evaluation thereof, 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 to submit a proposal in response to the RFP (March 27, 2024). The cone of silence terminates at the time of award, 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.

Please **call** the Procurement Division at (561) 586 – 1738 or the City Attorney at (561) 686-8700 regarding any questions you may have regarding the foregoing.

Documents

Copies of all documents (RFP documents, Addendums, Proposals, Score Sheets & Oath Document, etc.) are made available by the Procurement Division and you are required to carefully review all the documents. You will receive an e-mail with the link to download all documents. If you require hard copies of documents, please reach out to the Procurement Division.

Documents will be separated in folders as follows:

- Solicitation Documents (RFP & Addendums)
- Evaluator Documents (Oath document & evaluation sheet)
 - Each evaluator must read and sign an Oath document and bring it to the evaluation meeting.
 - Evaluation sheet must be filled out and signed.
 - Evaluation sheet will be pre-scored for preference section (verified and completed by Procurement Division)
- Submittals (each proposal will be placed in folder with the Respondent company name for easier reference)
- Compliance folder
 - Compliance check-list – will be completed by Procurement Division
 - Reference checks will be completed by Procurement Division



Evaluation Meeting

Evaluation meeting will be scheduled as a Special Commission meeting and publicly announced. Meeting will be closed to the public but recorded and recording will be made available to the public. This is to allow for a fair and equal opportunity for each of the presenters.

A minimum of 3 evaluation committee members (i.e., quorum of the City Commission) shall be present. In the case that any member has a time conflict, he/she should contact the City Clerk.

Tentative Meeting Agenda:

- Introduction by Asst. Finance Director – Purchasing
- Presentations (Each respondent will be given 25 minutes - 10 minutes for presentation and 15 minutes to answer any questions evaluation committee members may have). Presenters shall be allowed to complete their presentation without being interrupted and questions may be asked after the presentation is over.
 - Presentation 1
 - 5 minutes break
 - Presentation 2
 - 5 minutes break
 - Presentation 3
 - 5 minutes break
 - Presentation 4
- Break (30 min for evaluation committee members to score their sheets)
- Evaluation meeting

Evaluation Process

Evaluating proposals. Each member of the evaluation committee shall evaluate the responses based solely on the evaluation criteria set forth in the solicitation requirement and scope of work/services defined in the solicitation documents. It is very important that all evaluation committee members read the solicitation thoroughly and have a clear understanding of the requirements defined in the solicitation documents and evaluation criteria before attempting to evaluate the responses.

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

All criteria must be scored (except veteran/small/local business preference – this will be evaluated by Procurement Division after verifying submittals and compliance with the policy).



If a member elects to score only some of the criteria, the evaluations completed by that member will be excluded to prevent skewing of 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 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 prior to the evaluation committee meeting or during the evaluation meeting. It is preferable if evaluators review score sheets prior to the meeting so they are ready to evaluate when required. At 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. After Members complete their scoring, they are highly encouraged to discuss the contents of proposals and their scores with other members. After all discussions have been completed each committee member shall finalize their scores and read their results once prompted.

Reading the Scores. After all discussions have been completed each committee member shall finalize their scores and read their results once prompted. Scores will be recorded by the Procurement Representative. The Procurement Representative will read the final scores and announce the ranking of all proposals.

Decision. After announcing highest ranking proposal Evaluation Committee may recommend awarding the contract to the highest-ranking respondent or recommend different action (i.e. additional information to be provided by the highest-ranking respondent, shortlist respondents and ask for additional meeting, contract negotiation, etc.)

- If the committee recommends awarding the contract to the highest ranked respondent, no further action is required by the evaluation committee. The contract will be negotiated by the City Staff and brought to the City Commission's approval when available.
- In the case additional presentations/discussions are requested, the evaluation meeting will be concluded, and a new meeting will be scheduled to hear presentations and re-evaluate proposals.
 - In the case evaluators request additional meeting and presentations, they should provide the specific details of additional information they want all respondents to answer.