

## **SUPPLIER SELECTION**

**2635**

(May 2005)

This section describes the requirements for impartial and comprehensive evaluation and selection processes, ensuring impartiality and comprehensive evaluation of responses as warranted by the complexity of the transaction.

### **SUPPLIER SELECTION BASICS**

**2635.1**

(May 2005)

#### **AN EVALUATOR'S RESPONSIBILITY**

**2635.1.1**

(May 2005)

Evaluators are expected to be unbiased and to evaluate all bids fairly. They are to excuse themselves from participating in an evaluation if the evaluator or a family member has a personal involvement with the bidder or firm.

#### **Example:**

Evaluator's spouse is an employee of the bidder

### **BID/QUOTE EVALUATIONS FOR PHONE QUOTES AND RFQS**

**2635.1.2**

(May 2005)

**Purchasers** should use the [Bid/Quote Worksheet](#) to document the bids received resulting from informal phone quotes. The worksheet provides a means to easily compile and evaluate the bids received and assists in final selection. This worksheet must be retained in the procurement file.

### **EVALUATION CRITERIA REVISIONS**

**2635.1.3**

(May 2005)

Evaluation criteria may not be changed once bids have been submitted.

### **FAIR AND REASONABLE EVALUATION**

**2635.1.4**

(May 2005)

Fair and reasonable evaluations must be conducted and documented in the procurement file for all transactions under \$5,000.00 whenever a **purchaser** does not obtain two (2) price quotes from responsible suppliers regardless of:

- Purchasing authority type
- Procurement approach or
- Method of payment (direct charge, Cal-Card, revolving fund, etc.)

Refer to [Section 2634.2.1](#) for the techniques available to assist a [purchaser](#) in determining fair and reasonable pricing.

## **PUBLIC RECORD**

**2635.1.5**

(May 2005)

During the evaluation, all solicitation and bid/quote information is kept confidential. Once bids/quotes are [received](#), evaluated and awarded, they become public documents available to anyone requesting to review the file..

## **BID RESPONSE/AWARD AVAILABILITY**

**2635.1.6**

(May 2005)

[Purchasers](#) shall make available to any requestor, bid/quote response/award information after award is complete. This information is to be retained in the procurement file and is subject to public inspection.

## **DETERMINING RESPONSIVE BID AND RESPONSIBLE BIDDER**

**2635.2**

(May 2005)

A supplier who is responsible and submits a responsive bid/quote is one who clearly indicates compliance without material deviation from the solicitation's terms and conditions and who possesses the experience, facilities, reputation, financial resources and other factors existing at the time of contract award.

## **DETERMINING EFFECTIVE COMPETITION**

**2635.2.1**

(May 2005)

Competition requires the act of seeking responses from qualified suppliers consistent with the size and nature of the procurement. To determine that "competition" has been effective, responsive bids/quotes must be received from at least two responsible bidders.

**Note:** A response of "no bid" or "no response" is not considered as receiving a bid.

## **NO RESPONSIVE BIDS RECEIVED FROM RESPONSIBLE BIDDERS**

**2635.2.2**

(May 2005)

When competition results in no responsive bids/quotes from responsible bidders, the purchaser has two options

Option 1 The solicitation may be cancelled. The purchaser can then modify any possible restrictive requirements and solicit new phone quotes. The purchaser should also consider methods to broaden the number of potential suppliers.

OR

Option 2 If, in the opinion of the purchaser, a second solicitation would not result in a different outcome, the purchaser may cancel the solicitation and proceed with an NCB, following the requirements identified in Section 2640, Non-Competitive Bid of this manual. To determine which supplier should be selected as the source, the proposed supplier's bid must be substantially technically compliant/responsive with the specifications and the supplier must be deemed responsible.

(see next section)

(see HB Table of Contents)

(see Forms or Forms Samples)