

SECTION 3

EVALUATION AND AWARD

SECTION 3: PROPOSAL EVALUATION CRITERIA AND SCORING

1. Selection Committee

A Selection Committee of not less than four people will be used to read, evaluate, and rank properly submitted proposals. The Selection Committee will be comprised of members of FDDC and, if necessary, others with pertinent backgrounds.

2. Selection Committee Evaluation

The maximum possible score for any proposal is 100 points. **Proposals that score less than 70 are ineligible for award under this RFP.** While developing the proposal, please refer to the scoring criteria below to ensure completion.

The selection committee will consist of a minimum of four members. Each member will read and score each proposal independently, discuss each proposal jointly, and then submit final results for tabulation. The quantitative score from each member will be averaged and a final score will be assigned to the proposal. Scores will be ranked in numerical order and submitted to the Council's Chief Financial Officer.

The highest ranked proposal will be funded through this RFP. If negotiations with the highest ranked contractor are unsuccessful, the proposal will no longer be considered, and the next highest ranked proposal may be contacted for negotiation. This process will continue until a contract is awarded, or until the selection committee recommends otherwise. All proposals will remain with the Council and will not be returned to the offeror after the RFP process is completed. Scored criteria are grouped into the following categories and weighting:

1.0 Response to Need and Purpose (10 Maximum points)

The proposal contains sufficient information to determine that the offeror understands the need for and purpose of this project.

2.0 Description of Objectives/Services to be Provided (40 Maximum points)

The proposal contains a narrative description of the activities to be performed, including a detailed work plan, a Research plan, a Writing and Editing plan, and Graphics plan that is adequate and sufficient to accomplish the requirements of the RFP and reflects the values and mission of the Council.

3.0 Description of Staffing (15 Maximum points)

Person(s) engaged to complete the activities of this project are qualified to perform the required duties, including relevant experience in conducting research, writing and editing; knowledge of community-based strategic planning mandates and federal and state housing initiatives; and are organized to meet the time frames established.

4.0 Description of Project Monitoring and Evaluation (15 Maximum points)

The proposal contains a description of the system used to monitor and evaluate project implementation and effectiveness. The description should include an explanation of (a) how the provider will monitor the progress of the work and accomplishment of the outcomes; (b) how the provider will identify and address any project issues, problems, or concerns, as they emerge; and (c) how the provider will evaluate the effectiveness of the project (and for subsequent years should additional years of this project be funded, based on need, Council approval and availability of funds). The proposal reflects the offeror's readiness to adapt to feedback from a stakeholder work group which will ultimately utilize the recommendations.

5.0 Budget and Budget Narrative (15 Maximum points)

The proposal includes a proposed line item budget, accompanied by a detailed budget narrative. The budget narrative must explain and demonstrate that each entry on the line item budget sheet is allowable, reasonable and necessary. The budget and budget narrative must present a cost-effective funding level for achieving the purpose of the project.

6.0 References (5 Maximum points)

At a minimum, two references will be contacted to obtain recommendations of the offerors current and/or past performance. The references must be for work done within the last five (5) years. For offerors who have a history of contracting with FDDC, one of those references will be the FDDC assessment of performance.

TOTAL MAXIMUM POINTS 100

3. Identical Tie Bid

When evaluating proposals, if the Council is confronted with identical pricing or scoring from multiple providers, the Council will invite the proposers with the tie bids to each make an oral presentation. Following the presentation and a question and answer period, the committee will select the proposal deemed in the best interest of the Council.

4. Posting of Proposals Ranking

Ranking of responses to the RFP will be posted at 124 Marriott Drive, Suite 203, Tallahassee, Florida 32301-2981 and on FDDC's website at (fdcc.org) in accordance with the Proposal Schedule of Events and Deadlines listed in Section 4 of this document. The notice will be posted for 72 hours (3 working days).

5. Administrative Pre-Site Visits

The basis for administrative pre-site visits is for FDDC to determine an agency's programmatic and fiscal eligibility for the RFP. An administrative pre-site visit does not guarantee awarding of a contract to an offeror. FDDC reserves the right to conduct an administrative pre-site visit for award determination if an organization meets any of the following criteria:

1. The organization has not previously contracted with FDDC;
2. The organization has contracted with FDDC and has had a corrective action plan; or
3. FDDC has received information that warrants further investigation of that organization.

6. Protests

Any offeror, who desires to protest either the content in this procurement solicitation or the proposed ranking, shall do so in accordance with the Procurement Policy of FDDC. Failure to initiate a protest within the 72 hours after the rankings are posted as prescribed in the Procurement Policy, or failure to post a bond or other security in accordance with that Procurement Policy shall constitute a waiver of proceedings under the Procurement Policy. The Procurement Policy can be obtained by contacting the Chief Financial Officer.

7. Offeror Disqualification

To be disqualified as an offeror under this provision, the offeror must have: (1) had a contract terminated by FDDC for cause; or (2) developed or drafted specifications, requirements, statements of work, invitations for bids and/or requests for proposals contained within this RFP before its publication in the Florida Administrative Register and/or the FDDC web site.

8. Post Award & Contract Development

Upon expiration of the Protest Period, FDDC will contact the offeror selected for award to begin contract negotiation. As part of the contract negotiation process, conditions identified by either FDDC staff or the selection team will be addressed. If the offeror has had their financial statements audited, a copy of the most recent audit statement, along with any management letter, will be requested. The offeror is required to submit a completed W9 form to FDDC as part of the contract development process.