


Overview of the Procurement Evaluation Process

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Purchasing Manager



How the City Receives Proposals

- Received by the City Purchasing Manager
- Publicly Acknowledged
- Not Public Record until a contract is awarded

First Meeting

- Proponent Tabulation
- Guidelines for RFP Evaluation Scoring/Ranking
- Affidavit is signed by every committee member
- All documents are handed out and rating sheets explained

Second Meeting

- Evaluators have independently reviewed and scored proposals
- Tabulation of all scores
- Proposals are ranked by their total scores

Close out of RFP

- Recommendation Memorandum and all documentation is submitted to the Purchasing Manager
- On-call list is brought to City Council for approval
- Post on-call list of Purchasing Division Web page
- Post Rotation on Purchasing Division Web page
- Debriefings

Conclusions

- Staff approval
- Questions and comments