

Ocean County College
REQUEST FOR PROPOSAL
REQUEST FOR QUALIFICATION
PROCEDURES

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RFP or RFQ Evaluation Committee Members

The official college evaluation committee will meet as needed to review and vote on RFP or RFQ vendor proposals and make a written recommendation to the College President. Official record of committees vote will be included in the procurement file and the President's recommendation will be included on the next Board of Trustee Business and Finance agenda for consideration.

Voting Members:

Director of Accounting or designee

Requestor (Dept. Manager/Director)

Buyer Assigned

Optional Voting Members:

Vice President of Finance & Administration or designee

V.P. of Requesting Department

GENERAL INSTRUCTIONS

This procedure is to be used with regard to all services that will exceed \$17,500 in any fiscal year. All departments should use the "Guidelines for RFP or RFQ Submission" as a guide in the preparation of Requests and Proposals. Please note that it is the requestor's responsibility to allow sufficient lead time for the process to conclude in advance of the need for the service. An estimate of the lead time required can be obtained by referencing the attached flowchart.

If service requested is determined by the Purchasing Department to require formal bidding, the RFP or RFQ process does not apply.

As indicated in New Jersey County College procurement law 18A:64A-25.5, contracts (primarily professional services) may be awarded without advertisement. Reasons for foregoing competition must be submitted in writing and the justification must be approved by the area Vice President, Vice President of Finance & Administration and the President. Documentation of the approved justification will be maintained in the procurement file. If approved, the contract may be awarded as a non-fair and open contract.

JUSTIFICATION E-MAIL

PROFESSIONAL SERVICES CONTRACTING GUIDELINES FOR RFP OR RFQ

Departments anticipating the need to contract for professional services should send an email briefly identifying and describing the project or service needed and forward it to the Director of Accounting to determine the process to be used. If determined contract needs to be bid, these guidelines do not apply.

The Purchasing Department will respond back to initiator regarding process to be used; RFP, RFQ, or BID, within five (5) working days. Initiator must enter requisition in Datatel in order for the process to continue. Once the requisition is fully approved in Datatel, follow the attached "Guidelines for the RFP or RFQ Submission" to submit to the buyer that has been assigned to your requisition. The Purchasing Department will then work with that information to prepare the RFP/RFQ. Purchasing is responsible for issuing the final RFP/RFQ after obtaining the requisitioner's approval.

GUIDELINES FOR RFP OR RFQ SUBMISSION

- **Cover Sheet** – Title of project or service required.
- **Introduction** – Briefly identify and describe the project or service needed.
- **Description of the project or service** – What is the purpose of the project or program? What are the components and is management to be provided? Are personnel to be provided and any other information helpful in having the consultant respond to the request? Where is the work to be performed? What is the time frame for completion?
- **Type of contract** – Indicate the type of contractual arrangement you expect. (example: fixed price or time and expenses)
- **Qualifications** – Professional qualifications, management qualifications, relevant project experience, logistical capabilities, financial qualifications, and special terms and conditions.
- **Evaluation** – Explain how the proposals will be evaluated (see attached examples). The selection criteria to be used in awarding a contract for professional service shall include, but not limited to:
 1. Qualifications of the individuals who will perform the tasks and the amount of their respective participation.
 2. Experience and references.
 3. Ability to perform the task in a timely fashion, including staffing and familiarity with subject matter.
 4. Cost consideration – including but not limited to, project established budget, historical costs for similar professional services, expertise involved and comparable costs for comparable public entities.
 5. Other considerations as appropriate.
- Once finalized and approved the RFP or RFQ will be posted to college website: <http://purchasing.ocean.edu>
- Vendor responses will be submitted to the Purchasing Department.

PROCUREMENT PROCESS

In the case of an RFP, the vendor proposals are reviewed and evaluated by the Committee using criteria established in the RFP. Further negotiation of price after receipt of proposal is permissible in the RFP process. If a recommendation to award is reached, the Committee forwards the recommendation to the President. If the President approves, it is placed on the next Board of Trustee agenda for approval.

In the case of an RFQ, the Committee may recommend more than one qualified vendor to the President. This allows the College to establish a pool of pre-qualified vendors who may be asked to submit a price on specific projects at a future time. For instance, the College may determine it is necessary to pre-qualify vendors for HVAC work. When an HVAC job comes up on campus the Purchasing Department will obtain specifications from the requesting department and obtain prices from the pre-qualified vendors. The vendor who submits the lowest price for that particular job will be awarded the contract. The next time an HVAC job comes up on campus, prices will once again be obtained from the pre-qualified vendors. This process allows the College to solicit competition from qualified vendors in a timely manner.

COMPLIANCE

Compliance with this Ocean County College procedure is mandatory. Violations may be subject to disciplinary action.

Example Evaluation of Proposals (RFQ)

RFQ Evaluation Excludes Price

Vendor: _____

Committee Member: _____

Criteria

Score

Project Understanding (Total Points – 40)

Thorough Understanding of Project / Response to all Questions (up to 10 pts.)

Identification of Pertinent Issues and Potential Problems (up to 10 pts.)

Understand all Deliverables (up to 10 pts.)

Logic of Approach to Fulfilling all Requirements (up to 10 pts.)

Subtotal

Experience and Qualifications (Total Points – 45)

Experience of Firm in completing Similar Tasks (up to 15 pts.)

Resumes of Personnel Assigned/Background with Similar Projects (up to 10 pts.)

General History of Proposer/Letters of Reference (up to 10 pts.)

Evaluation of Proposed Subcontractors and/or Efficiency of the Internal Office Structure to Complete the Project In-house (up to 10 pts.)

Subtotal

Contractual Conditions (Total Points – 15)

Submittal of Insurance and all other Required Documentation (up to 5 pts.)

Requested Changes in Scope (unsubstantiated or unreasonable requests, 0 points. No changes, or well thought-out change requests) (up to 10 pts.)

Subtotal

Cost (0 Points for this Portion of Evaluation – Do Not Complete at this Time)

TOTAL SCORE

Example Evaluation of Proposals (RFP)

RFP Evaluation Includes Price

Vendor: _____

Criteria

Cost (Total Points - 50)

Overall cost in relation to available budget

Comparative cost of tasks in relation to other proposers

Subtotal

Project Understanding (Total Points – 20)

Thoroughness (up to 5 pts.)

ID Pertinent Issues and Potential Problems (up to 5 pts.)

Understand all Deliverables (up to 5 pts.)

Sequence of Approach (up to 5 pts.)

Subtotal

Experience (Total Points – 20)

Experience on similar projects (up to 4 pts.)

Experience with FAA/DOT regulations (up to 3 pts.)

Experience with Soil Conservation regulations (up to 3 pts.)

Ability to complete projects in a timely manner (up to 3 pts.)

Experience with preparation of bid specifications (up to 4 pts.)

Experience with Subcontractors, if any (up to 3 pts.)

Subtotal

Contractual Conditions (Total Points – 10)

Submittal of Insurance and all other Required Documentation (up to 5 pts.)

Requested Changes in Scope

Subtotal

TOTAL SCORE

RFP/RFQ Procedures Flow Chart

