

An aerial, black and white photograph of a city skyline. The city is built on a coastal plain, with a large body of water in the foreground. In the background, a range of mountains is visible under a cloudy sky. The text "RFP EVALUATION TRAINING" is overlaid in the center of the image.

# **RFP EVALUATION TRAINING**

# RFP Evaluation Training



Nora Laudermilk  
Procurement Official

# Consultant for Study of Politicians

## FIRMS UNDER CONSIDERATION:

**1. People Dissected**

**2. We Know People**

**3. Nothing Surprises Us**

# Consultant for Study of Politicians

## People Dissected

People They Studied:

Janet Reno, Chris Angel, Donald Trump,  
Reese Witherspoon, Madonna

No. of yrs. In business: 10

Avg. time for study: 6 weeks

Cost :        \$175 hour plus travel and per diem

# Consultant for Study of Politicians

## We Know People

People They Studied:

Jimmy Carter, Katie Couric, Eddie Murphy,  
Tiger Woods, Larry King

No. of yrs. In business: 12

Avg. time for study: 4 weeks

Cost : \$40,000 per person

# Consultant for Study of Politicians

## Nothing Surprises Us

People They Studied:

Barbra Streisand, Jay Leno,  
Simon Cowell, Chef Gordon Ramsey, Laura Bush

No. of yrs. In business: 8

Avg. time for study: 3-4 weeks

Cost : Will negotiate depending on individual selected

# What went wrong?

- Using acronyms not everyone understands
- Stating who they should vote for before hearing all of the discussion
- Stating rumors or unfounded remarks regarding firm



# What went wrong?

- Not expressing or saying anything that shows you read all the proposals
- Time Limit - Having to leave early, have other appointment
- Agreeing with someone and not stating your opinion



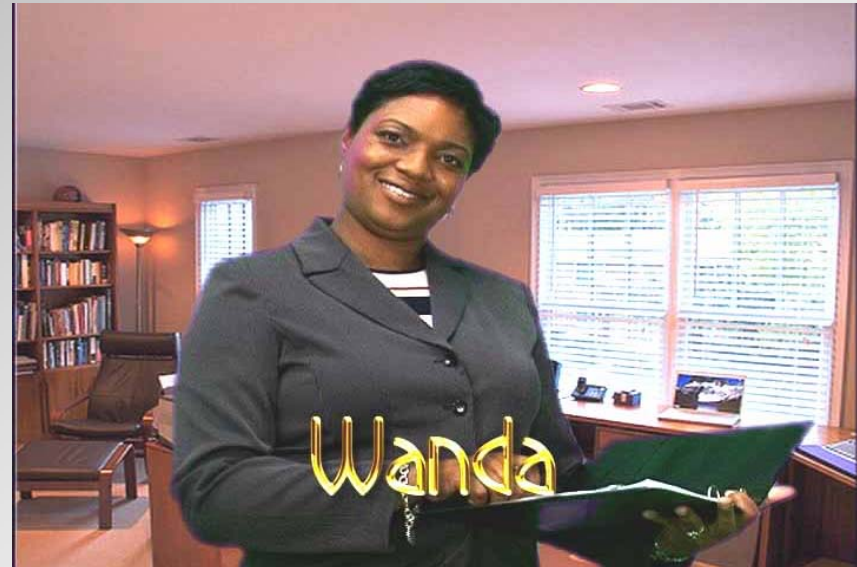
# What went wrong?

- Criticizing proposals for little things
- Inability to make a decision
- Filing nails, texting, answering phone



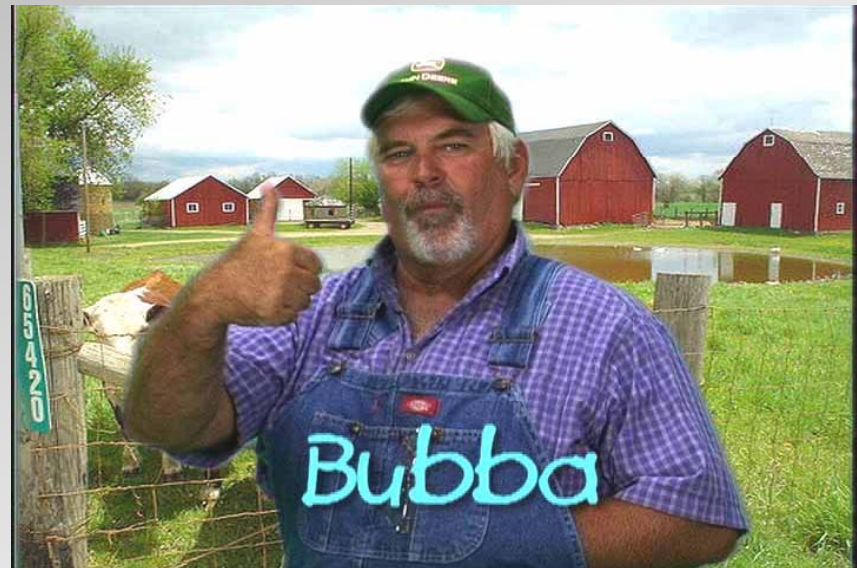
# What went wrong?

- Mumbling / soft talking
- Speaking of firms staff in a personal way
- Called references
- Focused on cost only



# What went wrong?

- Making bad jokes or improper/ politically incorrect remarks
- Criticizing the process
- Committee members discussing proposals before the committee meeting



# RFP Committee

*Ordinance 3776-04*

*If appropriate because of the scope or technical difficulty of the procurement, a selection committee may be used. Such determination, as well as the composition of the committee, may be made by the procurement official and/or the mayor with the advice of the user department director.*

# **Committee Makeup**

**Members are selected based on their involvement with the project, and their knowledge and expertise.**

**Five is the desired committee members.**

**Procurement Official also selects on past performance.**

# Steps in the Process

## RFP Opens

1. Purchasing compiles list of proposers
2. Purchasing creates and enters the factual information on the matrix.
3. Committee members are informed of the proposers to determine if any member is affiliated with any of the proposers. If so, they will be unable to serve and will be replaced.

Steps cont.

4. Committee receives the following:
  - a. List of Proposers
  - b. Matrix
  - c. Copy of each proposal
  - d. RFP Guidelines
  - e. Memo with date, time and location of evaluation meeting
  
5. Purchasing notifies the proposers of the meeting according to the Sunshine Laws. The meeting notice is also posted in the Lobby.

# Evaluation Meeting Steps

Procurement Official or designee conducts the meeting. Introductions are made of the committee and of those in attendance.

Each Committee member is then read the RFP Declaration and asked if all statements are true. They are signed and kept by purchasing.

# Steps

Committee members then state the strengths and weaknesses of each proposal

Additional discussion may occur after all proposals have been evaluated

A vote is taken to determine the best qualified firm.

# GUIDELINES

1. There is ABSOLUTELY no discussion with other members of the committee OR with anyone else. You are not to socialize or contact any proposers, lobbyists, citizens or other staff.
2. If any proposer contacts you regarding the process or proposals immediately refer them to Nora or other Purchasing designee and have no conversation with them.

## **Guidelines cont.**

3. Please make your notes on the matrix provided. These are a public record and will be collected and archived by Procurement.
4. Refer all questions to Nora. If you do not understand something or need clarification you are to call her.

## **Guidelines cont.**

5. Conflicts of interest can cause the process to be invalid. If you or any member of your family own, lease or have any financial relationship with any of the proposers you are to notify Nora immediately and you will be dismissed from serving on the committee.
6. At the selection meeting evaluate the content of the proposal in relation to the RFP.

# Evaluation

**Minimally** qualified

***Better*** qualified

***Best*** qualified



# Questions?

Remember – be professional. You represent our City.

