

WESTAR Procedure #11: Proposal Evaluation and Selection of Contract Recipients

Purpose:

These procedures are to be used during the selection process for contractors in the competitive procurement process when using federal grant funds.

Definitions:

General Notes:

These procedures are intended to ensure that WESTAR-WRAP selects contractors in accordance with WESTAR-WRAP's policies and federal requirements when federal funds are used for contractual relationships exceeding the federal Simplified Acquisition Threshold.

Process Steps/Descriptions:

The following steps outline the approach used to identify contractors that represent the best overall value, in terms of quality and cost, and in consideration of the goals and objectives of WESTAR-WRAP. Not all of the steps are applicable under all circumstances, but in all cases selection should be based on the "best overall value" principle.

- 1) Identify the needs of WESTAR-WRAP in the Request for Proposal;
- 2) Conduct an internet search or use similar means to identify potential contractors offering services that could fill the needs of the Request for Proposal;
- 3) Publish the Request for Proposal on WESTAR's "RFP" webpage and alert potential contractors identified;
- 4) WESTAR-WRAP develops a criteria and/or point system for review of submitted proposals based on several factors, including the following:
 - Most advantageous to WESTAR
 - Price
 - Quality
 - Technical merit
 - Experience and qualifications

- 5) WESTAR-WRAP reviews/critiques all proposals after the deadline for submittals has passed. WESTAR-WRAP may form a subcommittee of its membership to evaluate responses;
- 6) Based on this evaluation, WESTAR-WRAP will decide which proposal is best suited to satisfy the needs of the project;
- 7) WESTAR-WRAP conducts a reference check on those contractors with whom WESTAR-WRAP has not established a previous working relationship;
- 8) Contract awards are made to the “overall best” proposal with appropriate consideration given to the factors considered in the proposal review process.

References:

- WESTAR Policy # GA-00-02: Contracting and Procurement