

1/23/17
HEM #25

Evaluation and Scoring Process for Formal Solicitations

RFQ / RFP

CCT Approves award to best value firm/contractor

Court takes action to:
 a.) Approve Staff recommendation
 b.) Reject all proposals
 c.) Instruct for top firms to provide public presentation
 d.) Select other proposal presented to Court.

Purchasing Agent tabulates all scores and presents Staff recommendation to Court.

Scoring Committee evaluates and scores all sealed proposals

Advertisement of RFQ or RFP

Includes criteria for scoring as required by Government Code

Authorization by Commissioners Court to solicit formal proposals for RFQ/RFP

COMPETITIVE BIDS

CCT Approves Competitive bid to lowest & responsible bidder

Purchasing Agent prepares Agenda Item for Courts approval

Purchasing Agent tabulates all Bids

No scoring criteria on Competitive Bids

Advertisement of Competitive Bid

Bid invitation includes SPECS / SOW

Authorization by Commissioners Court to solicit formal Competitive bids

Recommended Scoring Committee for all RFQs & RFP

- 1 Purchasing Agent
- 2 Engineer
- 3 Executive Administrator to the Court
- 4 Legal
- 5 Executive Administrator to the County Judge

Scoring members assigned by Court can be switched based on Project
i.e. Technology, law enforcement, Planning Zoning, etc.