

## Request for Proposal Process

1. Public notice of request for proposal posted for a minimum of seven days
  - a. Must include:
    - i. Description of procurement item
    - ii. Instructions for submitting bids and deadline
    - iii. Details of objective and subjective criteria for evaluation
    - iv. Time and manner of opening bids
    - v. Terms and conditions GWA intends to include in contract
    - vi. Requirement that bidder not have a tax lien adhere to relevant statutes for use of public funds
2. Bids will not be reviewed until deadline mentioned above
3. Bids will be reviewed by a committee consisting of at least three individuals selected by the Board Chair and Executive Director. Each individual will be free of conflicts of interest
  - a. Quality of bid committee: This committee will have sufficient knowledge of technical specs and the related need for the service/purchase. This committee will make a written recommendation for selection, without reviewing price. Recommendation will include score and explanation of how bid provides best value.
  - b. Subsequent to the above review, a secondary review with prices included will be conducted.
  - c. Contact with bidders is allowed to help committee determine if bidder is responsible and responsive to the needs of GWA. No contact is allowed outside the official process.
4. Request for proposal may be modified after initial bids, if determined that changes would increase the number of bids received.
5. In selecting bids, GWA will adhere to the “best value” approach defined in the first paragraph.
6. To conclude the process, the GWA Board will provide a summary of their decision in the board minutes. They may:
  - a. Select a winner and provide the name and bid amount.
  - b. Cancel the RFP and provide reason for cancellation.