City of Fitchburg, Massachusetts
Procurement Department

PROCEDURE FOR EVALUATING AND RANKING PROPOSALS

These procedures govern evaluation of proposers for any City of Fitchburg Request for Proposal (RFP).

Proposals shall be evaluated by an Evaluation Committee assembled by the Chief Procurement Officer, under authority delegated by the Mayor.

In identifying the most advantageous proposal, taking into consideration the non-price proposal evaluations and the price proposal costs, weight is first given to the technical or non-price proposals. Proposals will be evaluated on material content and responsiveness to the requirements of the RFP, the quality of services offered, the general reputation and past performance of the firm and the qualifications of personnel assigned to work on the project. Following evaluation, price proposal will be considered.

PROPOSAL REJECTION

City may reject a Proposal for any of the following reasons:

- Proposer fails to substantially comply with all prescribed procedures and requirements;
- Proposer makes inappropriate contact regarding the RFP with officials or employees of the City;
- Proposer attempts to influence a member of the Evaluation Committee;
- Proposal is conditioned on City's acceptance of any other terms and conditions or rights to negotiate any alternative terms and conditions that are not reasonably related to those expressly authorized for negotiation in the RFP or any addenda.

EVALUATION PROCESS

Responsiveness determination

A Proposal received on time and properly addressed will be reviewed to determine if it is responsive to all RFP requirements including compliance with minimum qualifications and minimum submission requirements. Clarifications may not be used to rehabilitate a non-responsive proposal. If the proposal is found to be non-responsive, the proposal may be rejected; however, the Chief Procurement Officer may waive minor informalities (mistakes) in accordance with procurement law.

Responsibility determination

City will determine if an apparent successful proposer is responsible prior to award and execution of the Contract. At any time prior to award, the City may reject a proposer found to be not responsible.

Determination of responsibility will be made utilizing reference checks and any other available methodology which provides verifiable information regarding qualifications, performance, and reputation of a proposer.

Evaluation Criteria

Each Proposal meeting all responsiveness requirements will be independently evaluated by members of an Evaluation Committee. Evaluation Committee members may change and the City may have additional or fewer evaluators for optional rounds of competition. Evaluators will assign a score for each evaluation criterion listed below in this section up to the maximum available.

The Chief Procurement Officer, on behalf of the Committee, may request further clarification to assist the Evaluation Committee in gaining additional understanding of proposal or proposers.

Evaluation Criteria will always be included within the solicitation in order for proposers to respond appropriately and adequately. Evaluation will be based upon the criteria requested, references and background information, and interviews (if conducted).

SCORE	EXPLANATION
HA	HIGHLY ADVANTAGEOUS - Response meets all the requirements and has demonstrated in a clear and concise manner a thorough knowledge and understanding of the subject matter and project. The Proposer provides insight into its expertise, knowledge, and understanding of the subject matter.
A	ADVANTAGEOUS – Response provides useful information, while showing experience and knowledge within the category. Response demonstrates average knowledge and ability with no apparent deficiencies noted.
NA	NOT ADVANTAGEOUS – Response meets requirements in a less than adequate manner. Response may not fully demonstrate ability to comply with guidelines, parameters, and requirements and may contain deficiencies.
U	UNACCEPTABLE – Proposer meets minimum requirements, but does not demonstrate sufficient knowledge or qualifications to perform.

COST EVALUATION

The Evaluation Committee will also conduct the cost evaluation, unless otherwise instructed by the Mayor. The sealed price proposals will be opened and evaluated with the highest ranking proposer considered first. If the highest ranking proposal falls within the appropriation, a Contract may be awarded. If the highest ranking proposal does not fall within the appropriation, the second ranking proposer will be considered, and so on.

AWARD OF CONTRACT

A recommendation of the Evaluation Committee will be presented to the controlling Department Head, who will make the final determination on award of a contract and send the recommendation to award to the Chief Procurement Officer.