

## Bid Evaluation Guide

The Invitation For Bid (IFB) instructions require the Commissioners to complete an evaluation of the bids submitted for the Technical Consultant that will draw the lines for California's political districts. The term "evaluation", as used in the supplier selection process, is a deliberative process which includes a price consideration.

Only responsive and responsible bidders are allowed to participate in the State's competitive IFB process.

- A responsive bid indicates compliance without material deviation from the requirements of the solicitation and the terms and conditions of the proposed contract.
- A bidder is responsible if they possess the experience, facilities, reputation, financial resources and are fully capable of performing the contract.

When evaluating each individual bid it is important to remember that only the specifications written into the IFB documents may be used to determine a pass/fail scoring.

For our IFB, your staff will check for the following items:

- Responsiveness. Are all the items required by the terms of the IFB present in the bid that has been presented to the Commission. If an item is missing, staff will note the deviation and present documentation to the Commission for its determination of whether the missing requirement is sufficiently material to warrant a "failed" score. (For example, a bidder's total cost statement is contingent rather than stated as firm amount.)
- Resume statements. Are the statements made on the resume truthful and accurate. If an item is questioned, staff will note the statement and present documentation to the Commission for its determination of whether the statement in question is sufficiently material to warrant a "failed" score. (For example, a bidder state's that they graduated with a specific degree or from a specific college or university but there is no record that verifies the facts as stated.)
- References. Are the individuals referenced available to provide a statement regarding the bidder? If so, what reference does the individual provide? Did the individual providing the reference have first hand knowledge of the individual? Etc.
- Comments or staff research related to conflicts of interest and/or partiality or disclosures made by the bidder or made against the bidder in public comment. If a comment is made by a public commenter, that individual must state their name and confirm that they have personal knowledge and/or documentation to substantiate the allegation. All items found during staff research, disclosed or made in public comment will be presented to the Commission for its consideration.

On Saturday, the Commission will meet to review the bids. This will be a two step process.

- First, the Commission will review the staff notes and any deviations noted to determine whether they believe that any deviation noted or any conflicts and/or statements of partiality are sufficiently material to warrant a “failed” score. If any bid is considered “failed”, the bid is removed from further consideration and the bidder is determined to be “Unresponsive.”
- Second, the remaining bidders will be announced and the sealed cost bids for the individuals or entities will be opened and read to the public. At the same time, staff will take the electronic version of the cost bid and take it back to the office to be posted on our website for public viewing. Next, the Commission will:
  - Evaluate and vote first on the bid submitted with the lowest evaluated price for a responsive bid.
    - Again, it is important to remember that only the specifications written into the IFB documents may be used to determine a pass/fail scoring. The primary area of review will be the Commission’s determination as to whether the bidder’s prior project experience is sufficient compared to the examples of population centers and ethnicities reflected in the IFB.
  - In the event the lowest price bid is approved by a special majority of the Commission (three votes each from the Republican, Democrat, and not affiliated members), as required by California Government Code Section 8253 (a)(5), no further votes will be taken, and the contract will be awarded to that bidder.
  - In the event the lowest price bid is not approved by a special majority, the Commission will poll the Commission members who voted “no” to determine the basis of each of their decisions not to approve the bidder and those responses will be the basis for the “failed” score.
  - The Commission will then consider the next lowest priced bid, until either a special majority approves one of the bids, or votes are taken on all submissions without a special majority being achieved.
  - In the event no bid receives a special majority, the IFB will be cancelled as provided in Section I, E of the IFB.