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RETURN TO: DAPHNE BAILEY

PHONE #:

DEPARTMENTS ARE TO KEEP THE COPIES OF THE BIDS FOR YOUR RECORDS

SELECTION COMMITTEE APPROVAL FORM

(PER COBB COUNTY POLICY FOR PROCUREMENT OF PROFESSIONAL SERVICES ADOPTED DEC. 13, 2005)

RFP/Q DESCRIPTION OF PROFESSIONAL SERVICES REQUESTED:

RFP/Q NUMBER ASSIGNED: 07 - _____

RECOMMENDED SELECTION COMMITTEE MEMBERSHIP

1.	_____	2.	_____
3.	_____	4.	_____
5.	_____	6.	_____
7.	_____		

I certify that the names, number of members and committee composition requested above meets the policy requirements listed below:

Department Manager

SELECTION COMMITTEE APPROVAL

County Manager

A. SELECTION COMMITTEES. The composition and number of members of selection committees shall be presented by the Department to the County Manager for approval from within the following guidelines:

1. All evaluation committees shall consist of an odd number of members.
2. No superior/subordinate position relationship shall be allowed on the same evaluation committee unless unique circumstances exist and County Manager provides approval.
3. All evaluation committee members shall execute an oath, prior to participating in any evaluation committee, that acknowledges they are aware of no conflict of interest which might exist by their participation upon such committee and that they understand that they are not to conduct any discussion with a firm submitting a proposal response outside formal committee meetings, with the exception of conversations necessary to handle ministerial functions such as setting up interviews.
4. Property Management shall be represented on all committees for professional services for architectural and other professional services related to building construction, renovation or demolition.
5. Members of the User Agency shall not comprise a majority of the Evaluation Committee, unless approved by the County Manager.
6. There shall be a sufficient number of individuals on the Committee or serving in an advisory capacity only who have the expert and technical knowledge necessary to evaluate qualifications and proposals to be received.

EVALUATION CRITERIA APPROVAL FORM

(PER COBB COUNTY POLICY FOR PROCUREMENT OF PROFESSIONAL SERVICES ADOPTED DEC. 13, 2005)

RFP/Q DESCRIPTION OF PROFESSIONAL SERVICES REQUESTED:

RFP/Q NUMBER ASSIGNED: 07 - _____

SELECTION CRITERIA WEIGHTING REQUESTED:	REQUEST
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1. STAFFING (20 TO 40 POINTS)	_____
2. EXPERIENCE/PERFORMANCE (20-40 POINTS)	_____
3. APPROACH (15-25 POINTS)	_____
4. AVAILABILITY (10-20 POINTS)	_____
5. FINANCIAL STABILITY (5-15 POINTS)	_____
TOTAL QUALITATIVE CRITERIA (MUST EQUAL 100)	<u>100</u>
6. COST, WHEN APPLICABLE (0-50 POINTS)	_____
TOTAL WITH COST (WHEN APPLICABLE)	_____

APPROVED

Purchasing Director

EVALUATION CRITERIA The evaluation by any Selection Committee will be based on the criteria listed below. The evaluation criteria will not be changed unless approved by the County Manager. The weight given to each criterion set forth below shall be determined by the User Department, approved by the Purchasing Manager, and shall equal 100 points, not including cost. The range of acceptable weights is provided at the end of each criterion. If cost is included, it shall be in addition to the 100 points.

1. Staffing – Evaluation of the list of personnel specifically assigned to the proposed project, including their qualifications, overall experience and recent experience on projects of similar nature and complexity to the proposed project. (20-40 points)
2. Experience/Performance – Review of past performance on Cobb County projects or other projects of similar nature and complexity as the proposed project; evaluation of client references whether included in the proposal response or not; overall responsiveness to County's needs. (20-40 points)
3. Approach – Evaluation of the overall understanding of the scope of the proposed project; completeness, adequacy and responsiveness to the required information of the request for proposals. (15-25 points)
4. Availability – Evaluation of the work load of the proposing firm and the staffing to be assigned to the proposed project; time schedule of the proposer in relation to that of the proposed project location of the offices or facilities from which the services are to be provided to the County. (10 -20 points)
5. Financial Stability – Evaluation of the overall financial position of the firm as determined from financial information required by the Request for Proposal or Qualifications or from other independent sources. (5-15 points)
6. Cost –Evaluation of the overall cost of the required services as submitted in the Request for Proposal, where applicable. (0-50)

The above evaluation criteria must be identified in the RFQ or RFP.

SELECTION COMMITTEE MEMBER OATH FORM

(PER COBB COUNTY POLICY FOR PROCUREMENT OF PROFESSIONAL SERVICES ADOPTED DEC. 13, 2005)

RFP/Q DESCRIPTION OF PROFESSIONAL SERVICES TO BE EVALUATED:

RFP/Q NUMBER ASSIGNED: 07 - _____

THE FOLLOWING FIRMS HAVE SUBMITTED RFP or RFQ RESPONSES TO THE COUNTY IN RESPONSE TO THE ABOVE LISTED SOLICITATION.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

I hereby acknowledge that I have reviewed the list of firms responding to the above listed RFP/Q and I am not aware of any conflict of interest which might be created by my participation in this evaluation committee. I further acknowledge that I understand that I am not to conduct any discussion with a firm submitting a proposal response outside formal committee meetings with a firm submitting a proposal response, with the exception of conversations necessary to handle ministerial functions such as setting up interviews.

Evaluation Committee Member Signature

Date