



Procedures for contractor selection in the competitive procurement process for IWDW-WAQS Regional Modeling platform development and analysis services during 2018-19

December 19, 2017

These procedures and evaluation criteria are intended to ensure that WESTAR and WRAP selects contractors in accordance with WESTAR and WRAP's policies and federal requirements when federal funds are used for contractual relationships exceeding the federal Simplified Acquisition Threshold.

Process Steps/Descriptions:

The following steps outline the approach used to identify contractors that represent the best overall value, in terms of quality and cost, and in consideration of the goals and objectives of WESTAR and WRAP on behalf of the organizations' members. Not all of the steps are applicable under all circumstances, but in all cases selection should be based on the "best overall value" principle.

- 1) Identify the needs of WESTAR and WRAP members in the Request for Proposal;
- 2) Conduct an internet search or use similar means to identify potential contractors offering services that could fill the needs of the Request for Proposal;
- 3) Publish the Request for Proposal on WESTAR's "RFP" webpage and alert potential contractors identified;
- 4) WESTAR and WRAP staff develop criteria and a point system for review of submitted proposals based on several factors, including the following:
 - Most advantageous to WESTAR
 - Price
 - Quality
 - Technical merit
 - Experience and qualifications
- 5) WESTAR and WRAP reviews/critiques all proposals after the deadline for submittals has passed. WESTAR and WRAP may form a subcommittee of its membership to evaluate responses;
- 6) Based on this evaluation, WESTAR and WRAP will decide which proposal is best suited to satisfy the needs of the project;
- 7) WESTAR conducts a reference check on those contractors with whom WESTAR and WRAP staff have not established a previous working relationship;
- 8) Contract awards are made to the "overall best" proposal with appropriate consideration given to the factors considered in the proposal review process.

Reference: [WESTAR Policy # GA-00-02: Contracting and Procurement](#)



**Evaluation Criteria for contractor selection in the competitive procurement process for IWDW-WAQS
Regional Modeling platform development and analysis services during 2018-19**

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Evaluation criteria and scoring to be applied to each bid:

Name of bidder team: _____

Criterion	Possible Maximum Points	Points Awarded
Responsiveness to and demonstrated capacity to address complete scope of RFP	10	
Quality of technical work proposed for required and/or optional tasks	45	
Timeliness and sequence of proposed completion of tasks	10	
Overall price / individual task value for WESTAR and WRAP regional studies	15	
Bidder team experience, qualifications, past timeliness and performance in WESTAR and WRAP (or similar) regional studies	20	
Total	100	

Name and affiliation of WESTAR and WRAP member serving as an RFP bid reviewer:

Reviewer signature and date:
