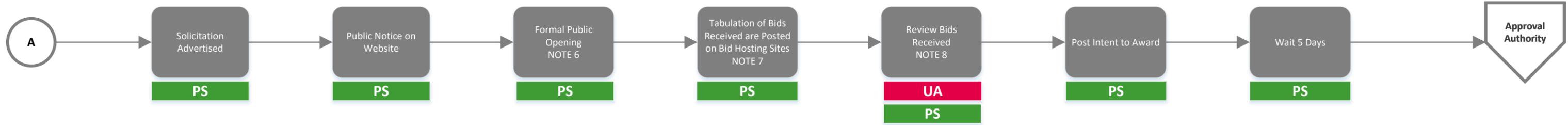
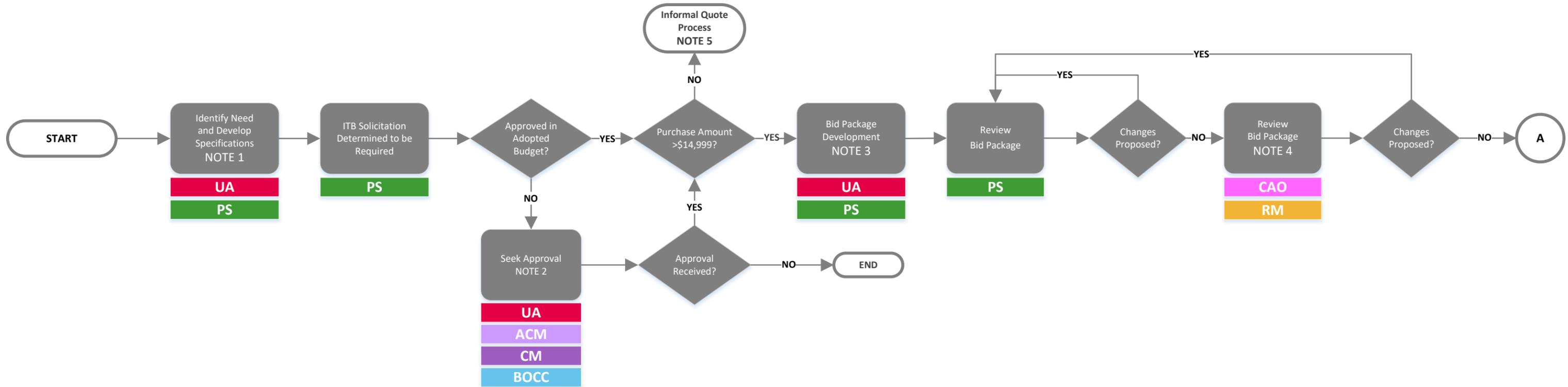


Appendix D - Brevard County Invitation to Bid ("ITB") Solicitation and Evaluation Process

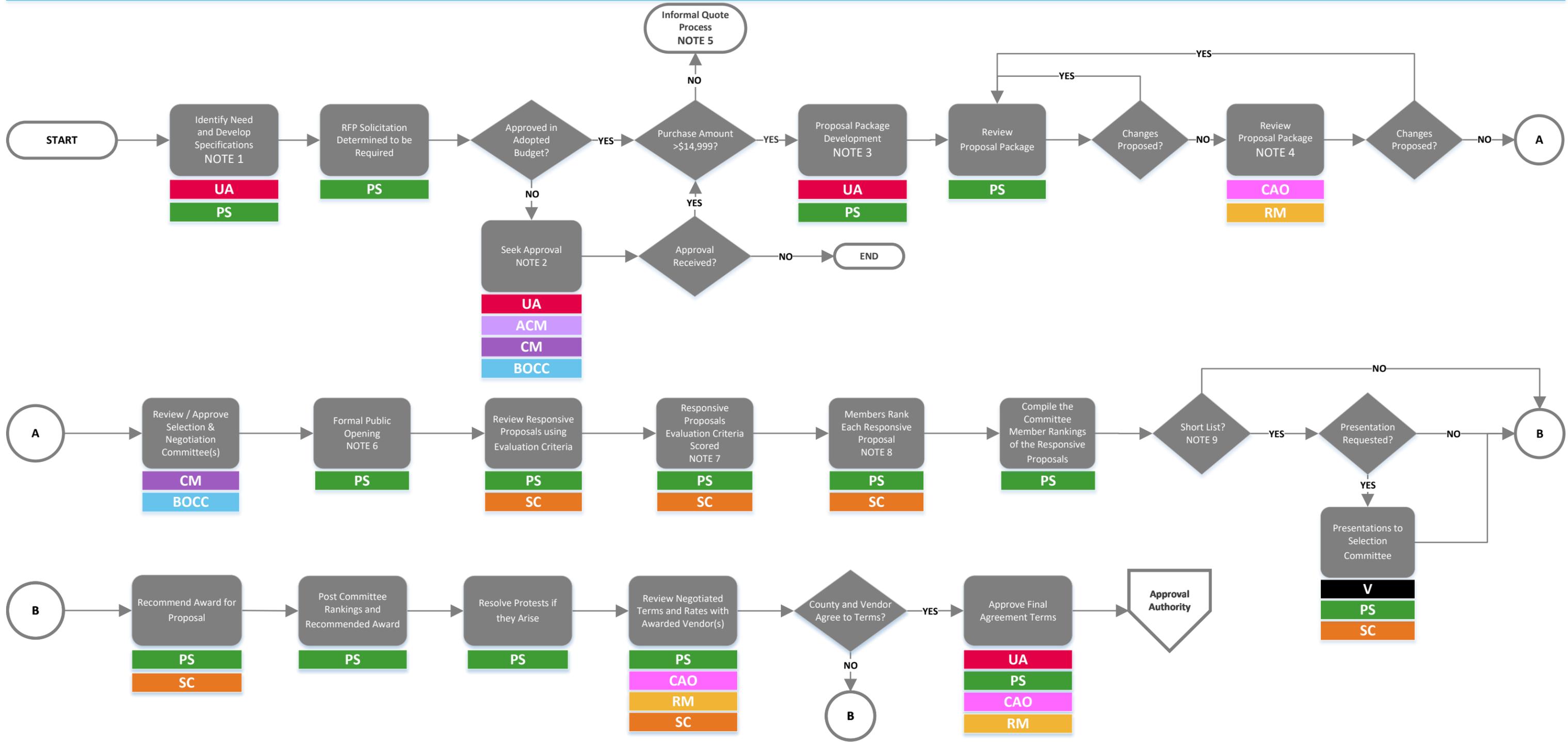


NOTES:

- NOTE 1: The County's Purchasing Manual provides specifications that define the level of performance required rather than specific brand name. The User Agency is expected to show the estimated cost for the purchase, recommended sources, and an adequate scope of work. However, requisitions must not give specifications favoring one supplier to the exclusion of all others. Additionally, the scope of work is reviewed by Purchasing Services to verify accuracy and competitive requirements.
- NOTE 2: Formal bid thresholds: \$15,000-\$24,999 requires Director approval; \$25,000-\$49,999 requires Assistant County Manager approval; \$50,000-\$99,999 requires County Manager approval; <\$99,999 requires BOCC approval.
- NOTE 3: The User Agency prepares and submits scope specifications for any formal sealed bid package to Purchasing Services.
- NOTE 4: Solicitations that incorporate templates approved by CAO and RM will not require further review. However, any exceptions to the approved templates will require approval by CAO and RM.
- NOTE 5: The County makes every effort to solicit at least three (3) responsive and qualified sources for quotes.
- NOTE 6: Bids shall be opened in public at the date, time, and place stated in the public notices.
- NOTE 7: Tabulations are posted on bid hosting sites, which are Demand Star and Vendor Link, no later than three (3) business days after a public opening. The County's purchasing website has links to these bid hosting sites.
- NOTE 8: Purchasing Services verifies that the lowest responsive bidder is qualified. Purchasing Services may use experts to assist in this determination.

County Manager ("CM")	Purchasing Services ("PS")	County Attorney Office ("CAO")	User Agency ("UA")	Budget Office ("BO")
Assistant County Manager ("ACM")	Risk Management ("RM")	Selection Committee ("SC")	Vendor ("V")	Board of County Commissioners ("BOCC")

Appendix D - Brevard County Request for Proposal ("RFP") Solicitation and Evaluation Process

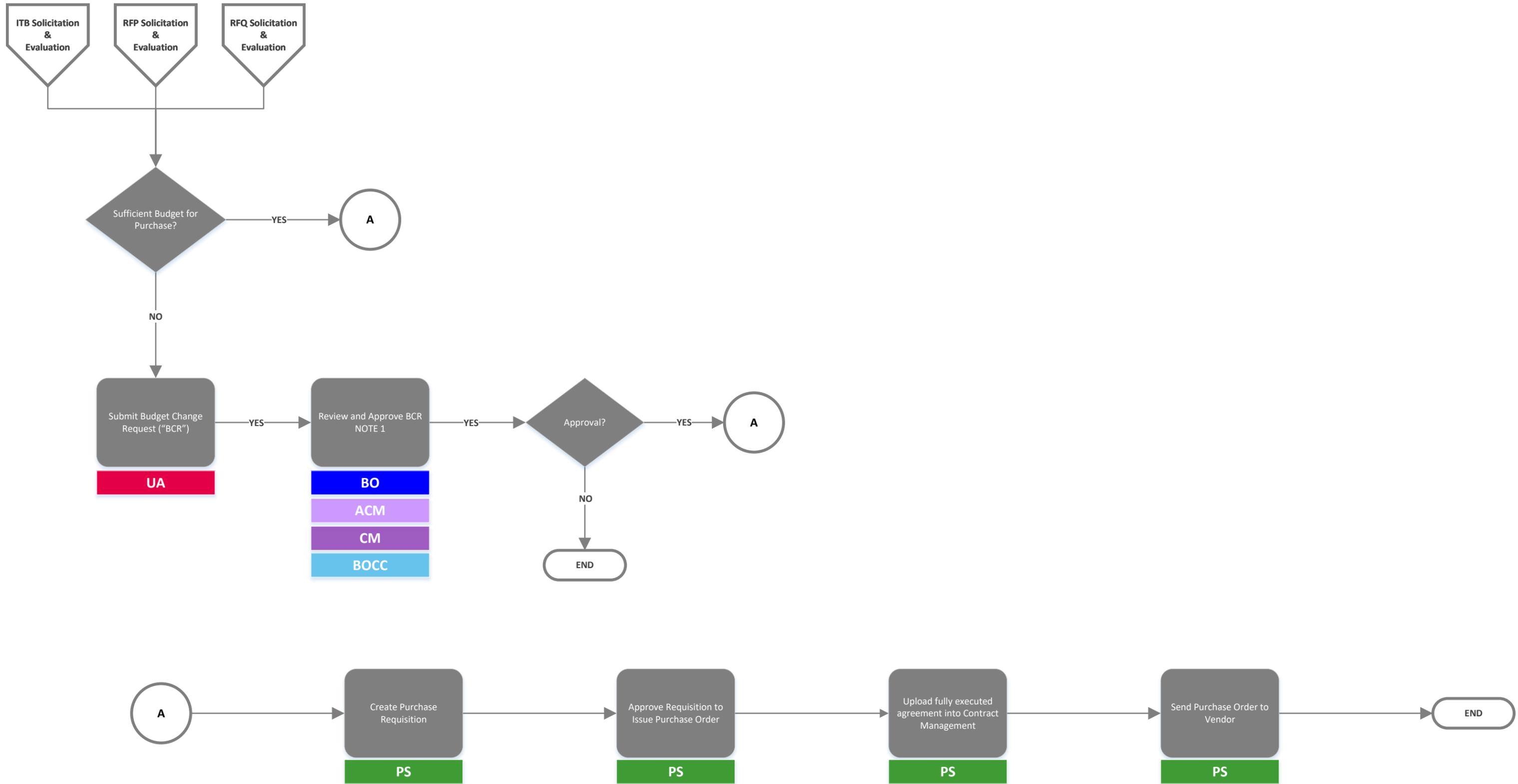


NOTES:

- NOTE 1: The County's Purchasing Manual provides specifications that define the level of performance required rather than specific brand name. The User Agency is expected to show the estimated cost for the purchase and an adequate scope of work. However, requisitions must not give specifications favoring one supplier to the exclusion of all others. Additionally, the scope of work is reviewed by Purchasing Services to verify accuracy and competitive requirements.
- NOTE 2: Formal proposal thresholds: \$15,000-\$24,999 requires Director approval; \$25,000-\$49,999 requires Assistant County Manager approval; \$50,000-\$99,999 requires County Manager approval; <\$99,999 requires BOCC approval.
- NOTE 3: The User Agency prepares and submits scope specifications and evaluation criteria to be used for any formal sealed proposal package to Purchasing Services.
- NOTE 4: Solicitations that incorporate templates approved by CAO and RM will not require further review. However, any exceptions to the approved templates will require approval by CAO and RM.
- NOTE 5: The County makes every effort to solicit at least three (3) responsive and qualified sources for quotes.
- NOTE 6: Proposals shall be opened in public at the date, time, and place stated in the public notices.
- NOTE 7: For RFPs, price will be objectively scored, as shown, when applicable and where able to do so. Experience, capacity for additional work and references are some of the additional criteria evaluated when scoring proposals.
- NOTE 8: Each committee member shall then rank each proposal's score, with the highest score given a number one (1) and so on, until all vendors have a ranked score. A scoring sheet shall be completed by each voting committee member. The rankings are then added for each vendor and the vendor(s) with the lowest sum of collective rankings is recommended for award.
- NOTE 9: The short list includes the highest ranked proposal(s) that have met all solicitation requirements and are in final consideration for award.

County Manager ("CM")	Purchasing Services ("PS")	County Attorney Office ("CAO")	User Agency ("UA")	Budget Office ("BO")
Assistant County Manager ("ACM")	Risk Management ("RM")	Selection Committee ("SC")	Vendor ("V")	Board of County Commissioners ("BOCC")

Appendix D - Brevard County Approval Authority for Purchase Orders and Task Orders



NOTE:

NOTE 1: Per BCC-21, the BCR approval thresholds are: \$0-\$25,000 requires Budget Office Director approval; \$25,001-\$50,000 requires Assistant County Manager approval; \$50,001-\$100,000 requires County Manager approval; <\$100,000 requires BOCC approval.

