

## **CRITERIA FOR EVALUATING INFORMAL BIDS OR PROPOSALS**

### **Determination of Responsible Sellers/Vendors**

For the purpose of this regulation, responsible seller/vendor is determined based on investigation of financial responsibility, insurability, effective equal employment opportunity, capacity to produce, sources of supply, performance record in the business or industry, and other matters relating to the vendor/seller's probable ability to deliver in the quantity and at the time required. Each district purchaser is authorized to determine if a vendor/seller is responsible and may consult the chief procurement officer as part of the decision-making process.

### **Criteria for Awarding Informal Bids and Proposals**

Awards are made to the responsible seller/vendor whose proposal is determined to be most advantageous. This determination shall be based upon evaluation criteria established by this policy except as otherwise indicated below.

Generally, the purchaser shall use the following criteria and weights, and this information should be included in the informal bid/proposal specifications, if developed. If the purchaser deems modification of these criteria and weights necessary, s/he shall provide a written explanation to the chief procurement officer.

1. Experience & Qualifications – 30%
2. Quality of the Proposal – 20%
3. Cost – 50%

Discussion, negotiations, and best and final offers may be requested for informal bids/proposals.

---

### **Complementary Documents**

- HCAA, Purchasing
- HCAB, Bidding Requirements & Procedures
- HCAG, Purchase Cards
- HEAA, Line Item Transfer Authority

**End of Leeds Public School Board Reg. HCAA-BR ..... Approved: 10/2018**