

ESCS Committee

From: Jared Masuda <Jared.Masuda@co.maui.hi.us>
Sent: Friday, November 24, 2023 8:32 AM
To: ESCS Committee
Subject: RFP 23-24/P-45 Bid document
Attachments: RFP 23-24 P-45 - Establishment of New Departments and Executive Training.pdf

You don't often get email from jared.masuda@co.maui.hi.us. [Learn why this is important](#)

Good morning,

As requested, please see the attached RFP document that was issued to establish new departments and provide executive level training.

Thanks,
Jared

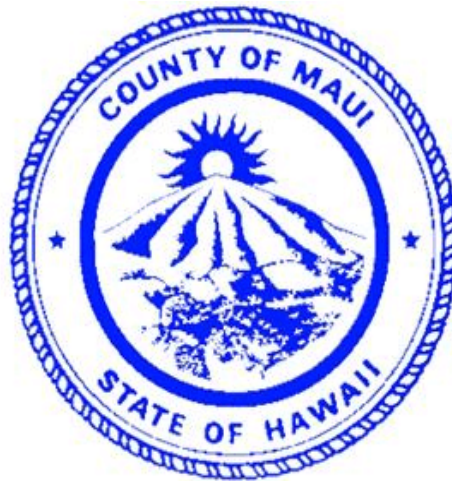
REQUEST FOR PROPOSALS

COUNTY OF MAUI
DEPARTMENT OF MANAGEMENT

ADMINISTRATIVE/PROFESSIONAL SERVICES

PROGRAM TO ESTABLISH NEW DEPARTMENTS AND PROVIDE
EXECUTIVE LEVEL TRAINING

RFP 23-24/P-45



Deadline for proposals:

Proposals due: September 1, 2023 2:00 p.m. HST

Proposals received after the stated deadline will not be considered

Proposals must be submitted via the Public Purchase System at www.publicpurchase.com

NOTICE INVITING PROPOSALS

**PROGRAM TO ESTABLISH NEW DEPARTMENTS AND
PROVIDE EXECUTIVE LEVEL TRAINING
RFP 23-24/P-45**

Pursuant to Chapter 103-D, HRS, sealed offers shall be RECEIVED ELECTRONICALLY and recorded immediately via the **Public Purchase System** until 2:00 p.m., Hawai'i Standard Time, on September 1, 2023. Proposals are required to be submitted via the Public Purchase System; otherwise, the proposal shall not be opened or considered. Proposals received after the time fixed for opening will not be considered.

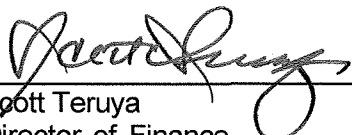
Bid documents may be obtained from the above-named office via Public Purchase (<http://publicpurchase.com/gems/mauico.hi/buyer/public/publicInfo>), an e-procurement system.

The County of Maui is requesting proposals to develop a program to establish new departments in the County of Maui and provide for executive level training as described in the RFP specifications herein.

Proposals will be reviewed, and those firms whose proposals most appropriately meet the County of Maui's needs will be considered.

**OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE
SOLICITATION.**

Electronic copies of this RFP and attachments, if any, can be obtained from the County of Maui Purchasing Website at
<http://www.publicpurchase.com/gems/mauico.hi/buyer/public/publicInfo>.



Scott Teruya
Director of Finance
County of Maui

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PART 1: INTRODUCTION

1.1. PURPOSE OF THE RFP

The COM of Maui (“COM”), through its Department of Management, seeks comprehensive proposals from qualified and experienced professional consultants with expertise in community outreach, strategic planning, obtaining stakeholder feedback, developing plans and new initiatives for implementation, and executive level training programs. The primary objectives are to: 1) Assist in the development of the new Departments of Housing and Oihi Resources, and 2) to coordinate and facilitate executive level training opportunities for County department heads and senior staff.

Consultant (“Offeror”) shall have knowledge of Federal and State rules, regulations and guidance in all aspects concerning the primary objectives identified above (i.e. Collective Bargaining Agreements, County Charter, position descriptions and redescription/reallocation procedures, timelines/deadlines, community outreach, implementing training programs, etc.). Offeror shall have direct and related professional experience in developing strategic plans and new departments or agencies. Offeror shall have a positive record of community engagement and outreach.

The purpose of this RFP is to select one vendor to provide the services outlined in this procurement. Vendors are encouraged to create partnerships for this procurement to effectively accomplish the goals identified.

This contract for services shall be for one year, with the option to renew for a subsequent one-year term (up to four years). Any extensions to the contract is subject to the availability of funds and will be under the same terms and conditions as specified herein. The contract period shall begin upon issuance of the Notice To Proceed (NTP) by the COM. Either party upon thirty (30) days of written notice may cancel this contract.

1.2. SUBMISSION INSTRUCTIONS & PROVISIONS

Proposals shall be completed, signed and submitted, which includes price and any required forms, via the Public Purchase System at www.publicpurchase.com no later than **2:00 p.m., Hawai’i Standard Time, on September 1, 2023**. The County of Maui will not be responsible in any way for errors in transmission or failure to receive the bid by the deadline due to vendor error.

Proposal shall include all applicable taxes, services, personnel costs and all other related expenses.

Offeror shall not submit more than one (1) offer.

All proposals and other material submitted shall become the property of COM, and may be returned at the sole discretion of COM.

1.2.1. COUNTY OF MAUI GENERAL TERMS & CONDITIONS

The County of Maui General Terms and Conditions for Goods and/or Services shall be

made a part of the proposal documents, and can be found at the following links:
<https://www.mauicounty.gov/DocumentCenter/View/3186/Goods-and-Services-?bidId=>
Offeror acknowledges and agrees that there shall be no post-award revision to the General Conditions.

1.2.2. STATE OF HAWAII REQUIREMENTS

In accordance with Section 3-122-112, as amended, of the Hawaii Administrative Rules, the successful Offeror must produce the following documents:

- Tax Clearance Certificate
- DLIR Certificate of Compliance
- Certificate of Good Standing from the DCCA

The awarded Offeror is encouraged to use the Hawaii Compliance Express website to assist them in obtaining the above certificates. The State website is <http://vendors.ehawaii.gov>

It is not a requirement of the RFP to supply the compliance documents as part of the submittal. However, these documents are required to be provided to the County of Maui by the time the contract will be prepared for execution, following award. For new users of HCE, or out of state/country vendors, the process to obtain the required documents may be time consuming. The Offeror is asked to certify that they are willing and able to obtain the compliance certification at time of proposal submission.

Due to the time constraints with the upcoming legislative cycle, the County reserves the right to reject any bidder who is currently in non-compliance with Hawaii Compliance Express or cannot produce the required documentation.

1.3. PRE-CONTRACTUAL EXPENSES

The County of Maui shall not, in any event, be liable for any pre-contractual expenses incurred by Offeror. Offeror shall not include any such expenses as part of its proposal.

Pre-Contractual expenses are defined as expenses incurred by Offeror in:

- Preparing its proposal in response to this RFP;
- Submitting that proposal;
- Negotiating on any matter related to this proposal; or
- Any other expenses incurred by Offeror prior to date of award, if any.

1.4. QUESTIONS ON RFP

Any general questions related to this solicitation shall be directed to Josiah Nishita, Deputy Managing Director, Department of Management at Josiah.Nishita@co.maui.hi.us.

Any procurement related questions may be directed to Jared Masuda, Department of

Finance, Purchasing Division at Jared.Masuda@co.maui.hi.us.

Offerors are specifically directed not to contact any other COM personnel for meetings, conferences, or technical discussions related to this RFP. Failure to adhere to this policy may be grounds for rejection of proposal.

All questions and/or requests for clarification regarding any aspect of this RFP must be submitted in writing no less than seven (7) working days prior to the Closing Date.

1.5. RFP ADDENDA

Any acceptable modifications or clarifications shall be issued and distributed as Addenda. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. Written addenda (if any) will be available and posted to the Public Purchase System prior to the procurement closing.

1.6. CONFIDENTIALITY

The COM is required to disclose non-exempt public documents. The COM is exempt from disclosing information submitted in response to a solicitation where the information is such that it “should reasonably be considered confidential.”

An Offeror who determines that information within its proposal meets the statutory requirement and requires that information remain confidential, the Offeror shall mark the bottom of the pages containing such information with the word “CONFIDENTIAL.”

If an Offeror marks every page of a proposal as “CONFIDENTIAL”, the statutory requirement is not met; any proposal so marked will not be deemed to have been submitted in confidence and upon request, the entire proposal will be disclosed.

After award, the contract(s) executed by the COM and the successful Offeror(s) will be a public document subject to disclosure. **No part of the contract can be designated as confidential.**

1.7. REFERENCES

The Offeror must disclose all contracts for similar services for the last FIVE (5) years, and these shall serve as potential references to be contacted by COM as part of the evaluation of the proposal. These would also include pro bono or volunteer work. Points of contact and contact information should be indicated for each contract listed.

The COM reserves the right to contact and investigate references named in the proposal and any other references provided by Offeror during the last FIVE (5) years. Investigation may include past performance of any Offeror with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, its completion or

delivery of a project on schedule, and its lawful payment to employees and workers or any other criteria as determined by the COM. The results of discussions with the references will be used in the evaluation of the proposal, as described in Part 4 of this RFP.

1.8. LEGAL RESPONSIBILITIES & CERTIFICATION

All proposals must be submitted, filed, made, and executed in accordance with COM, State of Hawaii and Federal laws relating to proposals for contracts of this nature, whether the same are expressly referred to herein or not.

By submitting a proposal, the Offeror certifies that the proposal submitted to COM is in accordance with any required authorization by the governing body of the Offeror's organization. The Offeror further certifies that the information and responses contained in the proposal are true, accurate, and complete, and that the COM may justifiably rely upon said information for purposes of evaluation and contracting with the Offeror. If it is subsequently discovered that any information provided in the proposal is false, it will result in the Offeror's elimination from consideration.

1.9. ANTICIPATED TIMETABLE

Event/Activity	Due Date
RFP Issued	August 1, 2023
Last Date to Submit Questions & Clarifications	August 22, 2023
Response to Questions & Clarifications	August 25, 2023
Proposal Submittal Deadline	September 1, 2023
Evaluation Committee Recommendation	September 8, 2023
Vendor Selection (Award)	September 11, 2023

1.10. JOINT OFFERS

Where two or more Offerors desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture. The COM intends to contract with a single firm and not with multiple firms doing business as a joint venture.

1.11. WITHDRAWAL OF PROPOSALS

Any proposal may be withdrawn at any time prior to the time fixed in the public notice for the receipt of proposals, only by written request filed with the Purchasing Division. The request shall be executed by the Offeror or his duly authorized representative. The withdrawal of a proposal does not prejudice the right of the Offeror to file a new proposal. No proposal may be withdrawn after the time fixed in the public notice for the receipt of proposals.

1.12. REJECTION OF PROPOSALS

Failure to meet the requirements of the RFP may be cause for rejection of the proposal. The

COM may reject the proposal if it is incomplete, contains irregularities of any kind, or is offered conditionally. The County of Maui reserves the right to accept or reject any or all offers and to waive any minor or inadvertent discrepancy in the proposal documents.

1.13. BASIS FOR SELECTION

Based on the evaluation process and criteria discussed in Part 4 of this RFP, the highest ranked responsible and responsive Offeror will be selected.

1.14. AVAILABILITY OF FUNDS

Offerors are advised that entering into a contract for services is contingent upon availability of funds. If funds are not available, the COM reserves the right not to enter into a contract.

PART 2: SCOPE OF SERVICES

2.1. COUNTY OF MAUI OVERVIEW

The COM consists of the inhabited islands of Maui, Moloka'i and Lana'i and the uninhabited island of Kaho'olawe. The COM is the second largest of the four Counties in the State in area. Its land area (including the uninhabited island of Kaho'olawe) is 1,162 square miles (approximately the size of Rhode Island), or 18% of the land area of the State. Based on U.S. Census data, the County's resident population grew from 101,588 in 1990 to 128,241 in 2000 (26.2% increase) to 164,836 in 2020 (28.5% increase) and represents 11.3% of the State's total population.

The COM provides a broad range of municipal services. These services include public safety (police, fire, emergency management, and public prosecutor), construction and maintenance of highways and streets sanitation, social services, culture and recreation, public improvements, planning and zoning, water supply and general administrative services. Because there are no separate city or township governments or school districts in the COM, there are no general overlapping taxes at the county level. Government in the State is highly centralized with the State assuming responsibility for many functions that in many other parts of the United States are performed by local governments. Chief among these are health, education and welfare.

The County is governed by the provisions of the County Charter. The County Charter was originally adopted by the electorate in September 1967 and revised in 1976. On January 1, 1983, a new charter became effective after being adopted by the electorate on November 2, 1982. The County Charter was amended in 1984, 1986, 1988, 1990, 1994, 1996, 1998, 2002, 2006, 2010, 2012, 2014, 2016, 2018, and 2021.

The County's official website address is www.co.maui.hi.us/.

In the 2022 General Election, County voters elected to establish a new Department of Oihi Resources and Department of Housing (bifurcated from the current Department of Housing and Human Concerns). For more information, see here:

<https://www.mauicounty.gov/DocumentCenter/View/139187/CHARTER---January-2023>.

2.2. STATEMENT OF WORK

The services that are outlined below will be given priority consideration for funding under this RFP. In the capacity as a consultant, Contractor shall make its best effort to provide professional administrative and management services including, but not limited to, the scope of work below.

The primary objectives are to: 1) Coordinate and assist in the development of the new Departments of Housing and Oihi Resources, and 2) to coordinate and facilitate executive level training opportunities for County department heads.

Executive Level Training

- Consultant shall develop an executive level training program for County Department Directors and Deputies, and shall assist in the arrangement and coordination of any site visits, speakers, and other accommodations.
- The program shall be established for the length of the contract, and at least one session shall be established per quarter of the year (minimum of 4 trainings a calendar year). The training program may include webinars or other virtual trainings, but shall primarily consist of in person programs, and may include off island visits. Offerors are encouraged to provide a draft of what a training program would look like in their submittal.
- The program established shall be directed to making Department Directors and Deputies better managers, leaders, community members, and to develop a better overall understanding of the operations within the County (both private and public sector, including each island within the County), within the State of Hawaii (including other Counties operations), and the federal government.
- The program goals shall reflect a multi-year approach to executive level training.
- Consultant shall work with department heads to identify training areas needed and in the development of the overall scope of the program.

Establishment of New Departments

- Consultant shall conduct community outreach efforts and obtain stakeholder feedback for the establishment of the new Departments of Housing and Oihi Resources.
- Consultant shall work with existing Department of Housing and Human Concerns staff in the bifurcation process, including obtaining feedback and concerns, and developing plans to address those concerns.
- Consultant shall be knowledgeable of the pertinent collective bargaining and County Charter requirements.

- Consultant shall assist in the creation of new job descriptions, understanding the needs for the new departments (space, funding, etc.), and in developing a draft strategic plan for the new Department of Oihi Resources.
- Consultant shall develop a plan for the implementation of the new Departments on July 1, 2024, and shall prepare a presentation for Mayor/Council of the findings, recommendations and overall strategy being developed in the implementation of the new Departments.
- Consultant may be required to attend and present at Council meetings.

2.3. QUALIFICATIONS

Offerors shall, at a minimum, have knowledge and relevant experience in developing and executing a comprehensive community outreach and strategic planning program, and prior work with federal agencies, government officials and local, state and federal government offices. Additional desirable qualifications include experience obtaining stakeholder feedback, developing plans and new initiatives for implementation, and executive level training programs.

A comprehensive understanding of the Maui County Charter as it relates to the establishment of the new Departments of Oihi Resources and Housing is required.

Offerors shall have knowledge and experience with community concerns and issues in the County of Maui and State of Hawaii.

PART 3: PROPOSAL REQUIREMENTS

The proposal is to be prepared in a manner as to provide a straightforward, concise delineation of the information requested. Proposals which contain false or misleading statements, or which do not support an attribute or condition claimed by the Offeror, may be cause for rejection of the proposal. If, in the sole opinion of the COM, such information was intended to mislead the COM in its evaluation of the proposal, it will be cause for rejection of the proposal.

3.1. REQUIRED FORMAT

Proposals shall be typed and not include any unnecessary or elaborate promotional material. Lengthy narrative is discouraged and presentations should be brief, concise and relevant to the services and statement of work requested. Proposal submittals shall be organized as set forth below and fulfillment of all proposal requirements listed is mandatory for consideration of proposals.

The Proposal shall include the following subsections:

- Letter of transmittal

- Offeror's Profile – Company Background, Experience, Key Personnel and Qualifications
- Work Plan and Approach
- Cost
- References
- Appendices

All proposals must include a statement that proposals are valid for a minimum period of ninety (90) days subsequent to the submission deadline.

3.2. TRANSMITTAL LETTER

The Letter of Transmittal shall be included in the proposal submittal, and must, at a minimum, containing the following:

- a. Identification of Offeror, including name, address, email address, facsimile and telephone numbers.
- b. Acknowledgement of receipt of all RFP addenda, if any. Name, title, address, telephone number, and e-mail address of contact person during period of proposal evaluation.
- c. A statement to the effect that the proposal shall remain valid during the selection process.
- d. Name and signature of a person authorized to bind Offeror to the terms of the proposal and to negotiate contract price/terms on Offeror's behalf.

3.3. OFFEROR'S PROFILE

This section of the proposal shall describe the firm's qualifications and relevant experience. The Offeror should establish the ability to satisfactorily perform the required statement of work by reasons of: experience in performing work of a similar nature; demonstrated competence and reliability in the services to be provided; strength and stability of the firm's resources; staffing capability; and supportive client references.

The Offeror shall:

- a. Provide a brief profile of the firm, including the types of services offered; the year founded; form of the organization (corporation, partnership, sole proprietorship); number, size and location of offices; and number of employees. Discuss the firm's financial strength, viability and stability.
- b. Identify the assigned team size and team members' experience it will use to provide the services. Biographical summaries of the key team members shall be included in the proposal. Identify the estimated hours and assignments/role of each assigned team member.
- c. Provide a description of the firm's experience in performing work of a similar nature, and understanding of the demographics of the Maui community and its resident's needs and concerns.

- d. Identify subcontractors by company name, address, contact person, telephone number and project function. Describe Offeror's experience working with each subcontractor and information specific to the subcontractor's qualifications to perform the identified services.

If subcontractors are to be used, the Contractor must take the following steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible:

- i. Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
- ii. Assuring that small and minority businesses, and women's business enterprises are solicited whenever possible.
- iii. Dividing requirements by subcontractors, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.
- iv. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.
- v. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

3.4. WORK PLAN & APPROACH

Offeror shall provide a brief narrative addressing the Scope of Work requirements as described in this RFP and demonstrating the Offeror's understanding, ability, competence and reliability to accomplish these requirements in its work plan approach and methodology.

The Offeror shall provide a brief narrative:

- a. Demonstrating its understanding of the Scope of Work requirements.
- b. Discussing the method of performance, project organization and approach, and timeline demonstrating capability to successfully accomplish the Scope of Work.
- c. Detailing adequacy of labor resources. Indicate the number of full-time and part-time employees.
- d. Discussing any unique skills and attributes the Offeror may have to perform the Scope of Work. In addition, any limitations the Offeror may have regarding the performance of the Scope of Work shall also be described.
- e. Describing recent and past activities that show knowledge and experience with the scope of services as outlined, and activities in the County of Maui, State of Hawaii and the Hawaii Congressional Delegation.

Offerors are encouraged to develop partnerships to accomplish the goals of this program through one entity. Only one proposal shall be submitted for a partnership being proposed, and the County of Maui will only receive invoices from one entity for payment.

3.5. COST

Offeror shall provide an itemized table of all anticipated costs associated with providing the Scope of Work and a narrative describing the overall use of funds. Expenditures shall be provided as a yearly budget and shall be inclusive of all direct and indirect expenses (i.e. personnel, administrative support, travel and travel-related expenses, office supplies and printing, miscellaneous costs, etc.). Budgets will be reviewed for reasonableness.

3.6. REFERENCES

Offeror shall provide a minimum of THREE (3) references, governing agencies and businesses, who shall attest to the effectiveness of the Offeror's services relating to the Scope of Work. Furnish the names of organizations, addresses, and contact information. The COM reserves the right to contact the references for additional information.

3.7. APPENDICES

Information considered by Offeror to be pertinent to this project and which has not been specifically solicited in any of the aforementioned sections may be placed into a separate appendix section.

3.8. PUBLIC RECORDS POLICY

Responses (proposals) to this RFP and the documents constituting any Contract entered into thereafter become the exclusive property of the County of Maui and shall be subject to the HRS, Chapter 92F, Uniform Information Practices Act. The County of Maui's use and disclosure of its records are governed by this Act.

Those elements in each proposal that Offeror considers trade secrets or other proprietary data that the Offeror does not want to be subject to public inspection shall be prominently marked as "TRADE SECRET", "CONFIDENTIAL", or "PROPRIETARY" by Offeror. The County of Maui shall not in any way, be liable or responsible for the disclosure of any such records including, without limitation; those so marked if disclosure is deemed to be required by law or by any order of the Court.

Disclosure or nondisclosure by the County of confidential material shall be governed by HRS, Chapter 92F, Uniform Information Practices Act (Modified). Confidential data is normally restricted to financial information concerning the Offerors organization and data that qualifies as trade secret in accordance with the Uniform Trade Secrets Act (57-3A-1 to 57- 3A-7, NMSA 1978). **The price of products offered or the cost of services proposed shall not be designated as confidential information.**

All information contained in offers that do not comply with these instructions will be considered non-proprietary and subject to public disclosure upon request.

PART 4: SELECTION PROCESS

The County of Maui will evaluate all Proposals deemed to be responsive to the requirements of this RFP and are received in a timely manner to determine whether the submissions requirements are adequately and properly met. Those proposals that have met the submission requirements shall be evaluated by a Selection Committee using the Evaluation Criteria identified in 4.1.

Evaluation of Proposals will be based on the qualifications and evaluation criteria outlined in the RFP. Brochures or other promotional presentations beyond that which is deemed sufficient to submit a complete and effective proposal are not desired. Elaborate artwork, expensive paper or binders, and expensive visuals are not necessary and will not affect the evaluation process.

Award of this contract shall be by competitive selection and given to the proposal whose overall capabilities will best meet the requirements as described in accordance with this RFP. The COM will evaluate each Proposal based on the “Best Value” concept. This means that the Proposal that optimizes quality, performance, cost and efficiency among responsible and responsible Offerors shall be selected for award. The COM, at its sole discretion, will determine which Proposal best satisfies its requirements.

4.1. EVALUATION CRITERIA

The total amount of points available for award is 100 points.

Proposals shall be evaluated using the following criteria:

<u>Attribute</u>	<u>Maximum Points</u>
Relevant Experience and Qualifications	45
Proposed Method of Performance, Project Approach and Reliability	35
Cost	15
Past Performance	5

Relevant Experience and Qualifications (45 Points)

Evaluation shall primarily consider the competence and abilities of professional staff and resources directly assigned to perform project scope of work, which includes but is not limited to: direct experience and relevant knowledge in performing work or work of a closely similar nature, demonstrated competence and reliability in the services to be provided and professional skills, training and capability to successfully perform project scope of work and accomplish RFP objectives. Evaluation shall also include strength, depth and stability of the firm’s overall resources; degree of support from other relevant company resources that may be used indirectly; and firm’s financial stability and viability.

Method of Performance, Project Approach and Reliability (35 Points)

Evaluation shall primarily consider, but is not limited to, depth of Offeror's understanding of the COM requirements and ability to accomplish the objectives as set forth within this RFP; flexibility and innovation in accomplishing the goals outlined; adequacy of direct resources assigned to perform scope of work; organization and management of project resources in its work plan approach; efficacy of work plan methodology; responsiveness to RFP and overall quality of work proposal.

Cost (15 Points)

The following formula will be used to evaluate the competitiveness and reasonableness of costs proposed:

$$\frac{\text{Price of Lowest Cost Proposal}}{\text{Price of Proposal Being Rated}} \times \text{Maximum Points for Cost (15)}$$

Past Performance (5 Points)

Evaluation of the past performance of the vendor will be considered.

4.2. EVALUATION AND AWARD OF CONTRACT

Awarding of contract for this RFP is subject to availability of funds. The contract may be cancelled without penalty to the COM in the event that sufficient funds are not appropriated.

The COM reserves the right to reject any and all proposals submitted. Proposals, in the sole opinion of COM, that are materially deficient in meeting the submission requirements of this RFP or have omitted materials, contain false or misleading statements that do not support an attribute or condition claimed by the Offeror, and/or contain such information intended to mislead the COM in its evaluation of the proposal, may be cause for rejection of the proposal at the sole discretion of COM.

The evaluation of Proposals by the COM Selection Committee may, at its option, involve the invitation of one or more Offerors to interview and/or make an oral presentation to the Selection Committee.

During these interviews/presentations, the Offeror will be allowed to present such evidence as may be appropriate in order that the Selection Committee can correctly analyze all materials and documentation submitted as a part of the Proposal.

The submittal of a Proposal does not guarantee that the Offeror will receive an interview; however, all responding firms will be contacted regarding the outcome of the evaluation and selection.

The COM reserves the right to make the selection of an Offeror based on any or all factors of value, whether quantitatively identifiable or not, including, but not limited to, the anticipated initiative and ability of the Offeror to perform the services and accomplish the desired goals as set forth herein.

The COM reserves the right to waive any requirements, both the COM's and those proposed

by the Offeror; to negotiate for the modification of any proposal with mutual consent of the Offeror; to re-advertise for proposals, if desired; to sit and act as sole judge of the merit and qualifications of the service offered; and to evaluate in its absolute discretion, the proposal of each Offeror, so as to select the Offeror which best serves the requirements of the COM, thus providing that the best interest of the COM will be served. Offeror's past performance, and the COM's assurance that each Offeror will provide service as bid, will be taken into consideration when proposals are being evaluated.

The COM may make such investigation as it deems necessary to determine the ability of an Offeror to furnish the required services, and the Offeror will furnish to the COM all such information and data for this purpose as the COM may request. The COM reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Offeror fails to satisfy the COM that such Offeror is properly qualified to carry out the obligations of a contract and to deliver the services contemplated herein or the bid of any bidder who has previously failed to perform properly, or complete on time, contracts of a similar nature. Any material misrepresentation or material falsification of information provided to the COM in the Offeror's proposal submission, or at any point in the proposal evaluation process, including any interview conducted, is grounds for rejection of the bid. In the event that the misrepresentation or falsification is not discovered until after any agreement is awarded, the agreement may be terminated at that time. A determination as to whether a misrepresentation or falsification of the bid submission is material shall be in the COM's sole discretion. The COM expressly reserves the right to reject the proposal of any Offeror who is in default on the payment of taxes, licenses, or other monies due the COM.

The COM reserves the right to conduct a background inquiry of each Offeror, which may include the collection of appropriate criminal history information, contractual and business associations and practices, employment histories, and reputation in the business community. By submitting a proposal to the COM, the Offeror consents to such an inquiry and agrees to make available to the COM such books and records as the COM deems necessary to conduct the inquiry.

Proposals may be accepted on evaluation without discussion. Prior to holding any discussions, a priority list shall be generated consisting of Proposals determined to be acceptable or potentially acceptable. If numerous acceptable and potentially acceptable Proposals are submitted, the evaluation committee may limit the priority list to three (3) highest ranked, responsible Offerors. The County may invite priority listed Offerors to discuss with their proposals to ensure thorough, mutual understanding. The County in its sole discretion shall schedule the time and location for these discussions, generally within the timeframe indicated in RFP Schedule and Significant Dates. The County may also conduct discussions with priority listed Offerors to clarify issues regarding the proposals before requesting Best and Final Offers, if necessary.

If deemed appropriate by the County in its sole discretion, the County may request each Offeror to submit its Best and Final Offer (BAFO). The request shall be issued via an Addendum, which will provide guidance and additional instructions. Offeror's BAFOs shall be submitted to the County through Public Purchase on or before the deadline called for. If an Offeror fails to do so, its last submitted Offer shall be deemed its BAFO. The BAFOs will be evaluated by the Evaluation Committee taking into consideration the Evaluation Criteria set forth in Section 4.1 Evaluation Criteria.