

Evaluative Criteria (RFP)

When competitive negotiation is the method of procurement, the following factors shall be considered in determining the most qualified firm or individual:

- Any special qualifications or requirements set forth in the proposal documents;
- Qualifications of the project manager and project teams;
- Overall qualifications and experience of the firm and any subcontractors;
- Quality of the proposal and its responsiveness to the request;
- The sufficiency of financial resources and ability of the bidder to perform the contract to provide the services;
- Financial ability of the firm to perform future maintenance and service;
- The location of the office responsible for providing the services; and
- Cost estimates, which may or may not be required at the time of submission of the proposal, depending upon the circumstances (Ordinance Section 3-13).

Questions

If you have any questions about this information, call (757) 890-3680 or visit the office located in the Finance Building, 120 Alexander Hamilton Boulevard, Yorktown, during office hours (Monday through Friday, 8:15 a.m. to 5 p.m.).

Central Purchasing Staff

- T.W. Sawyer, CPPO, CPPB, Purchasing Agent (VAGP Professional Purchasing Manager of the Year, 2003)
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The logo for York County, Virginia, featuring a stylized American flag with stars and stripes, and the text "York County VIRGINIA" with the tagline "America's Future Since 1781" below it.

Your Guide to York County's Central Purchasing

A collage of images including a large building with a flag, a printer, a laptop, and a shopping bag. The shopping bag has the York County logo on it.Logos for the Board of Supervisors, School Division, and NIGP (National Institute of Governmental Purchasing).The logo for VAGP (Virginia Association of Governmental Purchasing), featuring a map of Virginia and the text "VAGP" and "Division of State - Local Government".

Your Guide to York County's Central Purchasing

York County's Central Purchasing Office, a division of Financial and Management Services, serves the needs of both the County government and School Division. Central Purchasing is a member of the National Association of Governmental Purchasing and the Virginia Association of Governmental Purchasing.

Our mission is to purchase quality goods and services for the best possible price in a timely manner.

Purchasing Policy

To increase public confidence in purchasing by York County by:

- Providing fair and equitable treatment of all persons involved in public purchasing by the County;
- Maximizing the purchasing value of public funds;
- Fostering competition in the procurement process to the maximum feasible extent; and
- Providing for a centralized purchasing system of quality and integrity for the County.

Bidder's List

Central Purchasing maintains a bidder's list. Vendors may register to be on this list by completing an application form available at the Central Purchasing Office and by calling 890-3680. County Policy states: "Maintenance of such a list

shall not be construed as the acceptance of an obligation to notify any or all of the prospective offerors on such a list of procurement transactions by the County (Ordinance Section 3-2)."

Competition Levels

Supported departments and agencies are authorized to solicit quotes on purchases up to \$15,000. However, they are not authorized to place a valid order on the County's behalf unless they can provide you with a Purchase Order number. For purchases estimated between \$15,000 and \$30,000, Central Purchasing will solicit oral or written quotes allowing a 10-day response time for vendors. Purchases above \$30,000 will be advertised and require approval of the Board of Supervisors or School board, as appropriate. All decisions by the Purchasing Agent or respective Board are final.

Obtaining Solicitations for Bids and Proposals

Central Purchasing mails notices of Invitations for Bids (IFB) and Requests for Proposals (RFP) to prospective bidders. Notices are also posted on a bulletin board in Central Purchasing, published in the *Daily Press* legal ads section, broadcast on York County's cable channel WYCG-TV46 and listed on Central Purchasing's Internet site found at: www.yorkcounty.gov/purchasing.

Evaluation of Sealed Bids (IFB)

The following factors shall be considered, in addition to price, when determining the lowest responsible bidder and the responsiveness of the bid:

- The ability, capacity and skill of the bidder to perform the contract;
- Whether the bidder can perform the contract or provide the service promptly or within the time specified;
- The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- The quality of performance of previous contracts or services;
- The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
- The sufficiency of financial resources and ability of the bidder to perform the contract or provide the service;
- The quality, availability, and adaptability of the goods or services to the particular use required;
- The ability of the bidder to perform future maintenance and service for use of the subject of the contract;
- The number and scope of conditions attached to the bid; and
- Any other condition or criteria included in the request for bids or instructions for bidders. (Ordinance Section 3-2).

Note: This brochure is provided for informational purposes only. For the complete County policy on purchasing procedures, see the Purchasing Ordinance.