

**Procurement Committee Rules and Guidelines
For
Professional Services Evaluation Committee (PSEC)
General Government Awards Committee (GGAC)
Competitive Sealed Proposal Evaluation Committee (CSPEC)**

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The following rules and guidelines are provided to assist Procurement committee members in the discharge of their responsibilities under Chapter 126, City Ordinance Code (the "Procurement Code").

Objectives:

In general, the objective of each committee is to:

- Review the recommendations of the Chief of Procurement or his/her designee on matters that come before the committee.
- Review and approve solicitations for "Formal Purchases" as defined in the Procurement Code.
- Make recommendations to the Mayor for contract awards based on the bids/proposals received in response to such solicitations.
- Cancel solicitations, in whole or in part, where appropriate.
- Reject any or all bids/proposals, in whole or in part, where appropriate.
- Waive minor irregularities as the best interest of the City dictates.
- Hear protests and render decisions to grant or deny relief.

Rules and Guidelines:

- Members shall at all times adhere to Florida Sunshine Law requirements as set forth in Chapter 286 of the Florida Statutes. Information on these requirements can be found at <http://www.coj.net/ogc/sunshine-law.aspx>. If questions arise, committee members should consult the Office of General Counsel or the Public Accountability Office for assistance. *(Note: Do not contact the OGC or Procurement employee who sits on the committee as that could result in an inadvertent violation of the Sunshine Law).*
- Members shall become familiar with all parts of the Procurement Code. If questions arise, committee members should consult the Office of General Counsel or the Procurement Division *(Note: Do not contact the OGC or Procurement employee who sits on the committee as that could result in an inadvertent violation of the Sunshine Law).*
- Members shall become familiar with and adhere to the Ethics Code in Ch. 602, Ordinance Code.
- Committee meetings will generally follow parliamentary procedures as described in Robert's Rules of Order.
- All committee meetings shall be publicly noticed and recorded.

- Members shall at no time discuss with another member any aspect of an item that will come before the full committee for vote, except in a publicly noticed meeting of the committee.
- Each member will be asked whether he/she has a personal interest in any potential vendor and if he/she understands and can perform their duties as described in these rules and procedures. Members must not have a personal interest in which vendor is recommended for award.
- Vendor contact MUST be conducted strictly through the Procurement Division. If a vendor contacts a committee member, the vendor must be referred to the Procurement Division or the Procurement Contact identified in the solicitation documents.
- Members of PSEC and CSPEC are required to read and review all proposals that are subject to PSEC or CSPEC action in order to fulfill the responsibilities of each committee as set forth in the Procurement Code Parts 2 & 3.
- The committee shall evaluate all bids/proposals as fairly as possible and set aside all prejudices. Personal knowledge of a vendor shall be used judiciously and pertain only to current situations. When an item to be evaluated is beyond a member's knowledge or experience, the items should be researched enough to achieve a supportable conclusion. Committee members may rely on and adopt the determinations of the Using Agency's representative(s) and/or the Procurement Division, but only after reviewing the methodology and reasonableness of those determinations.
- During and after the procurement process, and particularly while committee meetings are in session, members shall, subject to Florida Sunshine Law requirements, maintain the confidentiality of any items identified by the vendor as "CONFIDENTIAL," "TRADE SECRET," or the like. Emailing the contents of any bid/proposal is strongly discouraged.
- Generally, members shall not disclose ANY of the contents of a bid/proposal, or their preliminary conclusions regarding such bid/proposal, except in a public meeting. However, members may have limited discussions about bids/proposals with a co-worker who is not on the committee if the co-worker can assist the member in the evaluation process. The member must advise their co-worker of the confidential nature of their discussions.
- If additional information or clarification is needed from a vendor or Using Agency, the committee member shall request it through the Procurement Division.

Note to Using Agency Representatives on PSEC: Procurement Divisions rules allow for the initial review of solicitation documents and bids/proposals by the two members of the PSEC who represent the Using Agency. This work may be done individually or in tandem. If the two representatives elect to work in tandem, they must coordinate with the Procurement Division. No private meetings among the Using Agency representatives concerning these matters is allowed.

Note on Using Agency Representative on CSPEC: Procurement Divisions rules allow for the initial review of solicitation documents and bids/proposals by the CSPEC member who represents the Using Agency. This work may be done in tandem with other City employees who are not members of CSPEC. However, if the member creates his/her own committee of co-workers to evaluate a proposal, this must be

coordinated with the Procurement Division in order to assure that Florida Sunshine Laws are not inadvertently violated.