

Source Selection Overview for Water Study Project Selection

To remain transparent, a source selection process¹ has been developed to eliminate, to the maximum extent possible, any perceived bias or favoritism in selecting a winning offeror.

EACH OFFER IS EVALUATED AS SUBMITTED.

1. Initial Review. The Town of Boonsboro office staff
2. Source Selection Board (SSB). The SSB is comprised of three (3) members, the Technical Review Panel Chair, Cost Proposal Review Chair, and the Town Manager
 - a. Technical Review Panel – evaluates the technical aspects of the offers. Only the TRP is permitted to contact references provided.
 - b. Cost Proposal Review Panel – evaluates the offeror’s cost proposals.
 - c. A scoring checklist grades each offer on the content and quality *as submitted*.
 - d. Each panel will provide a short narrative for each offeror’s score.
 - e. Panel results will be forwarded to the SSB for final consideration.
3. The SSB will review the TRP and CPRP data and make a recommendation to the BMUC.

Rules of Engagement

1. Each offer is graded on its own merits / content and not against another offer.
2. Each offer is first screened to determine if the offer meets administrative submission criteria.
3. ***ONLY*** the TRP may contact any references listed.
4. Town employees or members of the Mayor and Council, TRP, CPRP, or any other Town Boards or Commissions ***SHALL NOT*** contact any offeror; however, the SSB ***may, only if necessary and required*** for clarification purposes.
5. TRP, CPRP, and SSB discussions, comments, scoring, etc. are considered privileged communications and are not releasable.
6. Only the SSB may provide feedback to any Offeror regarding its respective bid.

Scoring:

Each proposal will be evaluated in six areas, with a 0 – 3 scale for individual evaluation factors:

1. Administrative – did the Offeror follow submittal instructions Yes / No
2. Qualifications – 25%
3. References and Experience – 20%
4. Work Plan Approach – 40%
5. Schedule – 15%
6. Cost Proposal

Exceeds – 3 pts; Meets – 2 pts; Minimally Meets – 1 pt; Does Not Meet – 0 pts; Non-responsive – 0 pts.

Each Offeror will be scored based on the ratings for each element in each standard, and with this, an overall ranking of Offerors will be generated

¹ Process based on parameters outlined in the Federal Acquisition Regulation and Annotated Code of Maryland, Title 21, *State Procurement Regulations*.