

## **POLICY ON THE PRE-QUALIFICATION OF VENDORS**

### **1. DEFINITIONS**

“Pre-Qualification” will mean the Solicitation, evaluation and selection of Vendors for the purpose of creating a list of Vendors that are eligible to be retained by the Authority on an as-needed basis.

All capitalized terms used herein but not otherwise defined will have the same meanings given to them in the Authority’s Procurement Guidelines.

### **2. INTRODUCTION**

#### *2.1 Introduction and Purpose*

The Authority ordinarily secures Bids from Vendors by using a Competitive Procurement Method at the time that the product or service is needed. However, in some instances, the Authority may wish to establish a panel of Pre-Qualified Vendors in advance of identifying the specific service to be completed. Establishing a Pre-Qualified list of Vendors from which the Authority may award Procurement Contracts on an as-needed basis allows the Authority to respond to its urgent needs while still benefiting from a broad, competitive solicitation of qualified Vendors. The purpose of this policy (the “Policy”) is to document the procedure for Soliciting, evaluating, selecting and retaining such Pre-Qualified Vendors.

#### *2.2 Policy Scope*

This Policy applies to the Pre-Qualification of Vendors and their engagement.

#### *2.3 Effective Date*

This Policy will take effect immediately.

### **3. PRE-QUALIFICATION OF VENDORS**

#### *3.1 Solicitation of Bids*

The Authority will issue an RFP, as detailed in its Procurement Guidelines, soliciting Bids from Vendors providing the required Services.

#### *3.2 Evaluation of Bids*

Upon timely receipt of Bids, an Evaluation Committee will conduct the Technical and Cost Evaluations, as prescribed in the Authority’s Procurement Guidelines. Based on the quantity and quality of Bids received, the Evaluation Committee may eliminate Bidder(s) from evaluation based on the content of their Bid(s).

#### *3.3 Selection of Pre-Qualified Vendors*

The Authority will select the highest technically-rated Bidders, subject to the determination that their Cost Proposal is fair, reasonable and provides the best value to the Authority given the requirements of the anticipated matters/projects.

#### **4. APPROVAL OF PRE-QUALIFIED VENDORS**

Once selected, the list of Pre-Qualified Vendors will be presented to the Board for approval of the list and authorization to enter into Procurement Contracts and Amendments with any of the listed Pre-Qualified Vendors on an as-needed basis. Board approval shall include a time-frame during which the list of Pre-Qualified Vendors may be utilized, as well as an annual, aggregate cap on expenditures. Such cap may be framed as a specified amount or, where the Authority's annual operating and/or capital budgets include a line items for the Services, an aggregate amount not to exceed the budget amount. In either case, the approved amount shall not be exceeded without prior Board approval.

#### **5. CONTRACT AWARD TO PRE-QUALIFIED VENDORS**

##### *5.1 Time of Contract Award*

When the need for the service of a Pre-Qualified Vendor arises, the Authority will award a Procurement Contract to the appropriate Pre-Qualified Vendor or initiate a new matter with the Pre-Qualified Vendor under an existing Procurement Contract.

##### *5.2 Assignment of Work*

The Authority will consider the following factors when assigning work within its list of Pre-Qualified Vendors:

- The specialized expertise of the Vendor;
- The Vendor's rates;
- The availability and expertise of Vendor's assigned employees;
- The amount of other Authority work assigned to the Vendor; and
- The Vendor's use of M/WBE and SDVOB subconsultants.

The consideration of the above factors will be documented each time a Pre-Qualified Vendor is awarded a Procurement Contract or a new matter under an existing Procurement Contract. In addition, if an individual matter or project is anticipated to exceed 25% of the amount approved by the Board, the use of a Pre-Qualified Vendor to compete such project or matter shall be approved in writing by the President prior to award.

##### *5.3 Terms of Contract Award*

The Authority will enter into a Procurement Contract with the Pre-Qualified Vendor that it has selected to perform the needed service on the same terms and conditions that were included in the RFP and the Vendor's Bid, subject to Authority's reserved right to negotiate with the Pre-Qualified Vendor within the scope of the Solicitation. Such negotiations may include the Authority's request to the Vendor for a flat fee proposal.

#### **6. REPORTING ON THE USE OF PRE-QUALIFIED VENDORS**

The Board will receive quarterly reports detailing the amount spent to date by the Authority with each Pre-Qualified Vendor.