

<b>Cooperative:</b>	National Joint Powers Alliance
<b>Contract Number:</b>	032615-NCL
<b>Category:</b>	Professional & Financing Services, and Professional Development
<b>Vendor Name:</b>	National Cooperative Leasing

<b>For solicitations prepared for competitive sealed proposals:</b>	<b>Reference/Response</b>
1. Give adequate notice of the request for proposal (RFP)? R7-2-1042(C)	<i>Affidavit of Advertisement</i> - Advertisement posted on multiple websites and various newspapers.
2. Compile and maintain a list of persons who requested to be added to a list of prospective bidders, if any? R7-2-1023	<i>Evaluation Committee Comment and Review Document</i> - 24 vendors were requested to submit proposals.
3. Issue the RFP at least 14 days before the due date and time set for bid or proposals, as applicable, unless a shorter time was determined necessary? R7-2-1024(A) or R7-2-1042(B)	Advertised on February 12, 2015 and closed on March 25, 2015.
4. Include all required information in the RFP? R7-2-1042(A), including:	
a. The type of services required and a description of the work involved;	<i>Request for Proposal</i> pages 6, 7, 9, and 10 paragraphs 3.16 – 3.18.3 and 3.31 – 3.36
b. The type of contract to be used;	<i>Request for Proposal</i> page 7 paragraph 3.21 <i>Request for Proposal</i> page 31 paragraphs 8.11 – 8.12 <i>Request for Proposal</i> page 3 section 1A
c. An estimated duration that the service will be required;	<i>Request for Proposal</i> page 8 paragraphs 3.26 – 3.26.1
d. That cost or pricing data is required;	<i>Request for Proposal</i> pages 14 - 19 paragraphs 5.1 – 5.43.2.2
e. That offerors may designate as proprietary portions of the proposals;	<i>Request for Proposal</i> pages 31 and 32 paragraphs 8.15 – 8.15.2
f. That discussions may be conducted with offerors who submit proposals determined to be reasonably susceptible of being selected for award;	<i>Request for Proposal</i> page 10 paragraph 4.2
g. The minimum information that the proposal shall contain;	<i>Request for Proposal</i> pages 10 - 12 paragraphs 4.7 – 4.14.2
h. The closing date and time of receipt of proposals	<i>Request for Proposal</i> page 1
i. The relative importance of price and other evaluation factors.	<i>Request for Proposal</i> pages 20 - 23 paragraphs 6.1 – 6.17
j. Procurement of information systems and telecommunications systems shall include, as criteria in the request for proposal, evaluation factors of the total life cycle cost and application benefits of the information	Not relevant to this contract.

systems or telecommunication systems.	
k. Procurement of earth-moving, material-handling, road maintenance and construction equipment shall include, as criteria in the request for proposal, evaluation factors of the total life cycle cost including residual value of the earth-moving, material-handling, road maintenance and construction equipment.	Not relevant to this contract.
5. Stamp sealed bids or proposals with the time and date upon receipt and store bids or proposals unopened until the due date and time set for opening? R7-2-1029 or R7-2-1045	<i>Proposal Opening Witness Page</i> - Proposals were time and date stamped until bid opening per procedures documented within the <i>Request for Proposal</i> page 13 and 14 paragraph 4.29
<b>If a multiple award was made for the RFP:</b>	
6. Did the cooperative establish and follow procedures for the use of multiple award contracts? R7-2-1031(D) and R7-2-1050(C)	Not applicable as this was a single award contract. <i>Evaluation Committee Comment and Review Document</i>
7. Did the cooperative include in the solicitation(s) notification that multiple contracts may be awarded, the cooperative's basis for determining whether to award multiple contracts, and the criteria for selecting vendors for the multiple contracts? R7-2-1031(C) and R7-2-1050(B)	<i>Request for Proposal</i> page 6 paragraph 3.12
8. Determine, with the specific reason(s) in writing, that a single award was not advantageous to the cooperative's members and retain documentation that supported the basis for a multiple award? R7-2-1031(D)	Not applicable as this was a single award contract.
9. Limit contract awards to the least number of suppliers necessary to meet the requirements of the members? R7-2-1031(D) and R7-2-1050(C)	Contract was only awarded to one supplier.
10. For contracts where only one responsive bid or proposal was received, determine that the price submitted was fair and reasonable, and that either other prospective offerors had reasonable opportunity to respond or there was not adequate time for resolicitation, and retain documentation that supported the basis for the determination? R7-2-1032 or R7-2-1046(A)(1)	N/A - <i>See Proposal Opening Witness Page</i> - Two responsive bids were received and evaluated.

Because of the considerations of these pages, it is in the best interest of the District and beneficial to use a cooperative contract rather than issuing one with our staff. All relevant factors above were taken into consideration in order to make this decision. It was determined that the contract is in substantial compliance and approval to use is recommended.

\_\_\_\_\_  
Name of District Employee

\_\_\_\_\_  
Title