

Glennville State College
Request for Proposals Policies and Procedures
Effective Date: 05/01/2008

1. Eligibility

Debarment - Interested parties that have been debarred by the federal government are not eligible to submit a proposal or to be awarded a contract during the debarment period. Debarment status may be verified on the following website: <http://www.epls.gov/>.

UC/WC Compliance - Interested parties that are in default with Unemployment Compensation (UC) or Workers Compensation (WC) may submit a proposal but are not eligible to be awarded a contract until they are in compliance with UC/WC. The apparent successful offeror will be required to present a copy of their current, valid, West Virginia Certificate of Coverage for Workers Compensation and Unemployment Compensation.

Vendor Registration – Interested parties may submit a proposal before they are registered as a vendor with the West Virginia Department of Administration Purchasing Division. However, the apparent successful offeror must be properly registered with the West Virginia Department of Administration Purchasing Division and have paid the required vendor registration fee before a purchase order/contract may be awarded to the offeror. The offeror may contact the West Virginia Department of Administration Purchasing Division at 1-304-558-2311 to register as a vendor or to check vendor status. Form WV 1 may be downloaded from the following website: <http://www.state.wv.us/admin/purchase/vrc/wv1.pdf>.

Taxpayer Identification Information - The Internal Revenue Service (IRS) requires Glennville State College to request the taxpayer identification number (TIN) for tax reporting purposes. IRS form W9 is generally used to obtain this information. You may contact the Glennville State College Purchasing Division at 1-304-462-4131 to verify if you have a W9 on file or are if you are required to submit a W9 to the College. Form W9 may be downloaded from the following website: <http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3>.

2. Advertisement/Solicitation

A Request for Proposals shall be mailed, furnished or otherwise made available to a sufficient number of offerors (at least three whenever possible) for the purpose of securing competition. The Chief Procurement Officer or designee shall advertise on all purchases exceeding \$25,000 at least once in a newspaper of general circulation in the county or region where the purchase will be made. The advertisement shall appear at least 14 calendar days prior to the date bids are due. And, in addition to advertising, post or make available notices of competitive acquisitions and purchases over \$25,000 in the institution's purchasing office no less than 14 calendar days prior to the date bids are due and ensure that the notice is available to the public during business hours.

3. Vendor Resident Preference

Resident Preference which may be cited as the "Jobs for West Virginians Act of 1990" is not applicable for services including construction services (West Virginia Code §5A-3-37).

4. Pre-Proposal Meeting

A mandatory or a non-mandatory pre-proposal meeting may be held by the College. All attendees must sign the “sign-in sheet”.

If the pre-proposal meeting is mandatory, only those who attended the pre-proposal meeting may submit a proposal and any addenda and supplemental information issued after the mandatory pre-proposal meeting shall only be distributed to those who attended the mandatory pre-proposal meeting and are otherwise eligible to make an offer.

Any proposals received from offerors who did not attend the pre-proposal meeting or attended the pre-proposal meeting but did not sign the Sign-In Sheet will not be considered and will be returned to the offeror unopened.

Those who arrive late for either a mandatory or a non-mandatory pre-proposal meeting may participate in the pre-proposal meeting and submit a proposal thereafter. However, participants are encouraged to arrive on time.

5. Parking

Parking in a reserved space is not permitted. Towing is enforced. Parking in an unreserved space is permitted with a valid parking permit. Glenville State College is not responsible for any costs incurred for parking violations. A parking permit will be included in the Request for Proposals package or otherwise issued for meetings or visits required or requested by the Chief Procurement Officer or designee in regard to the request for proposals. Otherwise, visitors must contact the Glenville State College Security Office at 1-304-462-4132 to obtain a parking permit.

6. Submitting Proposals

The offeror by submitting a proposal represents that the offeror has read and understands the request for proposal documents, terms and conditions and the proposal is made in accordance therewith and is based on the goods and/or services specified in the Request for Proposal documents.

Proposals must be written in accordance with the Request for Proposals. Oral, telephonic, facsimile or telegraphic proposals are invalid and will not receive consideration. The offeror shall assume full responsibility for any costs incurred for the proposal and for the timely delivery at the location designated for receipt of proposals.

The proposal and the other required proposal documents must be enclosed in a sealed, opaque envelope and delivered to the following address or location before the proposal due date and time:

Glenville State College
Chief Procurement Officer
200 High Street
Louis Bennett Hall Room 129
Glenville, WV 26351
SEALED PROPOSAL #: (Enter Sealed Proposal #)
SEALED PROPOSAL DUE BY: (Enter Sealed Proposal Due Date)

7. Trade Secrets and Proprietary Data

Offerors may designate the portions of the proposals that contain trade secrets and/or other proprietary data as confidential. If an offeror has requested in writing at the time the proposal is submitted, nondisclosure of trade secrets and other proprietary or confidential data the Chief Procurement Officer or designee shall examine the request to determine its validity prior to entering into negotiations. If the parties do not agree as to the disclosure of data in the contract, the Chief Procurement Officer or designee conducting the procurement shall inform the offeror in writing what portion of the proposal shall be disclosed and that unless the offeror withdraws the proposal or protest in writing the proposal will be so disclosed.

8. Addendum to the Request for Proposals

The Chief Procurement Officer or designee shall issue an addendum when and as necessary to amend or clarify the Request for Proposals in time to allow offeror's to consider it in the preparation of the proposal. The proposal due date and time may be extended in an addendum to allow offeror's sufficient time to prepare proposals. The offeror shall acknowledge receipt of each addendum in accordance with the instructions in the Request for Proposals.

9. Cancellation of the Request for Proposals

The College shall have the right to cancel any and all Request for Proposals, in whole or part, when it is in the best interest of the College in accordance with the WVHEPC purchasing manual. A written notice of the cancellation shall be sent to all parties who were solicited and/or all offerors who responded to the Request for Proposals.

Any unopened proposals, modifications and/or withdrawals received shall be returned to the offeror.

Any opened proposals, modifications and/or withdrawals received shall be retained by the College. The cancellation documentation shall be made part of the purchasing file.

10. Mistakes in Proposals

Before An Award: The proposal may be corrected or withdrawn during any discussions or interviews that are held. If discussions or interviews are not held, the offeror may withdraw the proposal.

After the Award: The proposal shall not be corrected after the contract is issued except when the Chief Procurement Officer finds it unconscionable not to allow the mistake to be corrected.

The Chief Procurement Office shall prepare a written determination to show that relief was granted or denied.

11. Modifications and Withdrawals of Proposals

Proposals may be modified or withdrawn prior to the established due date and time for the proposal opening by written notice delivered in a sealed opaque envelope as addressed below, facsimile or by electronic notice. The modification or withdrawal must be received by the College before the proposal due date and time. The modification or withdrawal cannot reveal the original or final proposal amount.

Glenville State College
Chief Procurement Officer
200 High Street
Louis Bennett Hall Room 129
Glenville, WV 26351
SEALED PROPOSAL: (Enter Sealed Proposal #)
SEALED PROPOSAL WITHDRAWAL
SEALED PROPOSAL DUE BY: (Enter Proposal Due Date)

Proposals that are withdrawn shall be returned to the offeror. All documents relating to the modification or withdrawal of a proposal shall be made part of the purchasing file.

12. Receipt of Proposals, Proposal Modifications and Proposal Withdrawals

Proposals, proposal modifications and proposal withdrawals received by the College shall be date and time stamped upon receipt and held in a secure place until the established due date and time and shall not be opened until the established due date and time.

13. Late Proposals, Modifications and Withdrawals

Any proposals, proposal modifications or proposal withdrawals received by the College after the established due date and time will be considered late and will be returned to the offeror unopened.

14. Opening of Proposals

Proposals, proposal modifications and proposal withdrawals shall not be disclosed to unauthorized persons prior to an award, but shall be opened publicly on the established proposal due date and time by the Chief Procurement Officer or designee in the presence of one or more witnesses who are employees of the College. A register of all proposals, proposal modifications and proposal withdrawals received by the College shall be prepared which shall include the name and address of each offeror, the number of modifications received, withdrawal requests and a description of services offered. Offerors may attend the proposal opening.

15. Confidentiality of Proposals

The Chief Procurement Officer or designee and/or the evaluation committee shall not disclose any information derived from proposals submitted by offerors until a contract has been awarded. The proposals shall be open to public inspection (except for trade secrets, proprietary and confidential data and information) after the award of a contract.

16. Rejection of Proposals

The Chief Procurement Officer or designee shall have the right to reject any and all proposals, in whole or part, when it is in the best interest of Glenville State College in accordance with the WVHEPC purchasing manual. A written notice of rejection shall be sent to the offeror. Any unopened proposals received shall be returned to the offeror. Any opened proposals received shall be retained by the College. The proposal shall be made part of the purchasing file.

17. Evaluation of Proposals

Proposals shall be evaluated at least on the basis of the evaluation factors stated below. The evaluation factors are based upon the nature of the goods and/or services sought and may change in accordance with such.

- Plan for Performing Services
- Ability to Perform Services
- Financial Information
- References
- Pricing
- Policies and Procedures (if requested in the Request for Proposals documents)
- Compensation (if requested in the Request for Proposals documents)

18. Evaluation Committee

A committee of at least three (3) but no more than five (5) people shall be established to evaluate and score the proposals.

19. Evaluation Points Scale

All evaluation factors shall be weighted evenly and scored as follows:

No Information/Not Enough Information	0
Poor	1
Fair	2
Average	3
Better than Average	4
Excellent	5

20. Selection of the Best Qualified Offerors

After evaluating the proposals and validating other qualifications, the Chief Procurement Officer or designee shall select in order of their respective qualification rankings no fewer than three acceptable offers, or a lesser number if less than three acceptable proposals are received, that are deemed the best qualified to provide the required services.

21. Discussions and Interviews with Offerors

Discussions or interviews may be held to promote understanding of the College's requirements and the offeror's proposals and to facilitate arriving at a contract that will be most advantageous to the College taking into consideration price and the other evaluation factors set forth in the Request for Proposals. Proposals may be accepted and/or a contract negotiated without discussions or interviews with the offerors, however, the evaluation committee may interview or have discussions with any or all of the offerors selected to determine the following in greater detail:

- The offeror's qualifications
- The scope and nature of the required services

- The offeror's proposed method of performance
- The relative utility of alternative methods of approach

If discussions or interviews are to be held between the offerors and the evaluation committee, the Chief Procurement Officer or designee shall schedule a date, time and place and notify the selected offerors.

The College's evaluation team must re-evaluate the offeror during or immediately after the discussion/interview using the same evaluation factors and method used in the initial evaluation.

The proposals shall be ranked according to the total points received during the interview/discussion evaluation process in descending order. The College shall select the top three offers (or a lesser number if less than three acceptable proposals were received).

Proposals may be modified or withdrawn at any time prior to the conclusion of interviews and/or discussions.

If discussions or interviews are not desired or necessary, the Chief Procurement Officer or designee shall begin fee and contract negotiations with the highest ranked offeror.

22. Negotiations with Offerors

If an offeror has requested in writing at the time the proposal is submitted, nondisclosure of trade secrets and other proprietary or confidential data the Chief Procurement Officer or designee shall examine the request to determine its validity prior to entering into negotiations. If the parties do not agree as to the disclosure of data in the contract, the Chief Procurement Officer or designee conducting the procurement shall inform the offeror in writing what portion of the proposal shall be disclosed and that unless the offeror withdraws the proposal or protest in writing the proposal will be so disclosed.

The Chief Procurement Officer or designee shall begin contract negotiations with the highest ranked offeror. If the fee and contract negotiations fail, the Chief Procurement Officer or designee shall state the reasons why such could not be negotiated in writing and notify the offeror of the termination of negotiations by written notice. No further negotiations may be conducted with the offeror. Such information shall become a part of the purchasing file.

The Chief Procurement Officer or designee may cancel the procurement or enter into negotiations with the second highest ranked offeror. If negotiations again fail, negotiations shall be terminated as stated above and commence with the next highest ranked offeror.

23. Award of a Contract

It is the intent of the College to award a contract to the most responsible and responsive offeror provided the proposal does not exceed the funds available and as is in the best interest of the College. However, if negotiations fail, the College may cancel the Request for Proposals. The College shall have the right to waive informalities or irregularities in a proposal received and to accept the proposal, which in the College's judgment, is in the College's own best interests. All proposals are governed by the West Virginia Code and the Procedural Rules of the Commission.

The Chief Procurement Officer or designee may award a contract to the best qualified offeror as determined during the selection process for the required services at a mutually accepted fee. The Chief

Procurement Officer or designee shall prepare a memorandum setting forth the basis of the award which shall include:

- How the evaluation factors stated in the Request for Proposals were applied to determine the best qualified offeror
- The principal elements of the negotiation, if any, including significant considerations relating to price and other terms of the contract

Written notice of an award shall be public information and made part of the purchasing file.

24. Type of Contract

A written contract shall be negotiated between the Chief Procurement Officer or designee and the apparent successful offeror.

The contract shall be for one year and may have the option to renew for one or more years. The option to renew and the number of years to renew the contract will be determined between the parties during the negotiation phase.

The contract between the parties shall not constitute an employee relationship. The successful offeror shall remain an independent contractor.

The terms and conditions of Glenville State College shall apply to the contract. An example of the contract and the terms and conditions of Glenville State College are included in this Request for Proposals package and/or can be downloaded from the following link: [http://www.glenville.edu/pdfs/GSC Standard Terms and Conditions.pdf](http://www.glenville.edu/pdfs/GSC%20Standard%20Terms%20and%20Conditions.pdf).

The successful offeror shall be required to sign a WV 96 Agreement Addendum form. The WV 96 form is included in the Request for Proposals package and/or can be downloaded from the following link: <http://www.glenville.edu/pdfs/PurchasingFormWV98.pdf>.