

Resolution No. 2023-24-03
of the Local Agency Formation Commission of Mendocino County

Approving the
Policy for the Evaluation Process for Requests for Proposals and Qualifications

WHEREAS, Local Agency Formation Commissions have been created under the provisions of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, Sections 56000 et. seq. of the Government Code, as independent agencies, with the power to adopt policies and procedures to carry out their functions, (§56300); and

WHEREAS, the Commission directed the Policies & Procedures Committee to develop a policy to guide the evaluation process for requests for proposals (RFP) and requests for qualifications (RFQ).

WHEREAS, the Policies & Procedures Committee held a public meeting on the proposed policy on November 6, 2023 and at that meeting, the Committee considered the report of the Executive Officer and all oral and written comments with respect to the proposed policy, and recommended the policy to the Commission.

WHEREAS, this Commission held a public meeting on the proposed policy and at that meeting this Commission received the recommendation of the Policies & Procedures Committee, the report of the Executive Officer, and all oral and written comments with respect to the proposed policy.

NOW, THEREFORE, the Local Agency Formation Commission of the County of Mendocino DOES HEREBY RESOLVE, DETERMINE and ORDER the adoption of the policy for “Process for a Requests for Proposals or Qualifications” as set forth in Exhibit A.

BE IT FURTHER RESOLVED that the Mendocino LAFCo Policies & Procedures Manual be updated accordingly.

PASSED and ADOPTED by the Local Agency Formation Commission of Mendocino County this 4th day of December 2023 by the following vote:

AYES: Mulheren, Ward, Gonzalez, Cole, Horsley, McGourty

NOES: None

ABSTAIN: None

ABSENT: Rodin



MAUREEN MULHEREN, Commission Chair

ATTEST:



UMA HINMAN, Executive Officer

Exhibit A

Policy X.X Process for Requests for Proposals or Qualifications

When the LAFCo elects to issue a Request for Proposals (RFP) or Request for Qualifications (RFQ) to solicit vendors/consultants to provide a service or produce a specialized report for Mendocino LAFCo, the Executive Officer shall develop a rating sheet to assist in the review of all submittals. The rating sheet shall include categories specific to the service or report being requested which comprehensively evaluates the individuals and/or firms competing for the Mendocino LAFCo contractual agreement. The Commission shall, at a public meeting, assign an ad hoc committee or two reviewers to participate with staff in reviewing the prospective vendor/consultant; for complex reports, reviewers may include outside experts, at the discretion of the Commission.

RFPs/RFQs should provide for all of the following:

1. A clear and accurate description of the technical requirements for the material, product or service to be procured. In competitive procurements, such a description shall not contain features which unduly restrict competition.
2. Requirements which the bidder/offer must fulfill and all other factors to be used in evaluating bids or proposals.
3. A description, whenever practicable, of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards.
4. A description of the proper format, if any, in which proposals must be submitted, including the name of the Mendocino LAFCo staff member to whom proposals should be sent.
5. The date and time by which proposals are due.
6. Required delivery or performance dates/schedules.
7. Clear indications of the quantity(ies) requested and unit(s) of measure.

Mendocino LAFCo may confer with other LAFCos in maintaining a list of qualified vendors/consultants to provide a service or produce a specialized report for Mendocino LAFCo.

Mendocino LAFCo may, but is not required to, consider vendors/consultants to provide a service or produce a specialized report through an RFP/RFQ process.