

STANDARD PROCEDURE	Number: <u>S410.04</u>
Aviation Authority	Effective: <u>08/30/02</u>
	Revised: <u>04/21/25</u>
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to the evaluation committee at the completion of the technical evaluation including any interviews, demonstrations or presentations. The PA may request clarification regarding pricing or cost prior to completing technical evaluations. The lowest acceptable price or cost receives the highest possible points. Points for other respondent price or cost components are normalized to the lowest costs using the following formula:

$$y = \frac{(x)}{n} * z$$

where: y = The evaluation points given for the response
x = The lowest evaluated cost submitted by any respondent
n = The evaluated cost for the response
z = The maximum points for cost evaluation available

Price or cost may be evaluated based on “best value” to the Authority when factors other than a single price or cost for the total term or summation of amounts for the total term are proposed. In this instance, the TEC may be required to review and score the price or cost evaluation criteria in accordance with the criteria established in the solicitation documents.

- d. Revenue cost is usually calculated by the PA based on the formula below, where applicable for non-CCNA solicitations, and the scores are reported to the TEC at the completion of the technical evaluation including any interviews, demonstrations or presentations. The PA may request clarification regarding pricing or cost prior to completing technical evaluations. The highest acceptable revenue receives the highest possible points. Points for other respondent revenue are normalized to the highest revenue using the following formula:

$$y = \frac{(x)}{n} * z$$

where: y = The evaluation points given for the response

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x = The evaluated revenue for the response
n = The highest evaluated revenue submitted by any respondent
z = The maximum points for revenue evaluation available

Revenue may be evaluated based on “best value” to the Authority when factors other than a single revenue amount for the total term or summation of amounts for the total term are proposed. In this instance, the TEC may be required to review and score the revenue evaluation criteria in accordance with the criteria established in the solicitation documents.

- e. The following categories (where applicable for CCNA only) are evaluated by the PA in accordance with the criteria established in the solicitation documents. The points for these categories are presented to the TEC after the completion of the technical evaluation including any interviews, demonstrations and presentations.

<u>Category</u>	<u>Points</u>
Volume of work	0 – 5
MBE	0 or 3

- f. Minority business certification is evaluated by the Business Diversity Manager in accordance with the criteria established in the solicitation documents.
- g. If the respondent is a certified Minority Business Enterprise (MBE) as defined by the Florida Small and Minority Business Act, the respondent will receive the maximum three points for the MBE category (where applicable for CCNA only). Respondents not certified will receive zero points.
- h. If the solicitation results in only one qualified response, the single response will be evaluated and scored based on the TEC’s opinion of an ideal response in accordance with the specifications or scope of work requirements in the solicitation.

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5. Establish Short List for Interviews/Demonstrations/Presentations

The VP of Procurement will make the final determination on the number of responses that will be included in the short list for Interviews/Demonstrations/Presentations. The following guidelines may be considered, unless otherwise stated in the solicitation document:

- a. A short list may include, at a minimum, the highest three ranked responses.
- b. The following will be used to determine whether responses ranked fourth and below will be included in the short list:
 - i. The point value associated with the lower end of the Good to Adequate range for the interview, demonstration or presentation evaluation criteria will be added to the current third ranked response.
 - ii. The maximum point value assigned to the interview, demonstration or presentation evaluation criteria will be added to responses ranked fourth and below.
 - iii. Responses whose points equal or exceed the points of the third ranked response will be included in the short list.

6. Best and Final Offer (non-CCNA only)

A Best and Final Offer (BAFO) process may be utilized only upon approval by the VP of Procurement and if additional information or modified terms are necessary in order for the TEC to complete its evaluation and scoring.

- a. The BAFO process may be useful when:
 - i. No single response addresses all the specifications in the scope of work.

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- ii. There is no clear separation in the scores of the highest ranked respondents after consideration of all evaluation criteria.
- iii. A response includes a specification (good or service) not specifically detailed in the scope of work but meets the intent of the scope of work.

b. BAFO Process

- i. The solicitation document must contain language indicating the BAFO process may be used.
- ii. The TEC identifies the need for the BAFO process.
- iii. The VP of Procurement, in consultation with the TEC, decides whether to use the BAFO process.
- iv. The PA will meet with the TEC members in an open, publicly noticed meeting to develop the BAFO documents.
- v. All respondents are issued the BAFO documents unless the short listing process is used, in which case only short listed respondents are issued the BAFO documents.
- vi. The PA will email the BAFO documents to respondents and include the deadline to submit the BAFO response. The BAFO documents will also be posted on the Authority website under the pertinent solicitation.
- vii. All communication to and from respondents regarding the BAFO will be with the PA.
- viii. All responses to the BAFO must be returned to the PA.

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ix. BAFO responses submitted after the BAFO response deadline will not be accepted. Only the respondent’s original response and any submitted BAFO response will be used for the final evaluation.

c. Content and Structure of BAFO Documents

- i. The BAFO documents will not be issued solely to reduce pricing.
- ii. The BAFO documents may request that respondents revisit important aspects of their responses, including but not limited to, the implementation schedule, level of support, type or amount of resources proposed, contract terms and conditions as well as a resubmission of the cost proposal based on technical revisions. The BAFO documents must contain information specific to what is being requested. Enhancements to components of the original response may be solicited; however, the intent of the scope of the original solicitation must be maintained. The BAFO documents will state the area(s) in question within the original response and where such areas are located within the original response. The BAFO documents will give each respondent a chance to refine their original response only for items in the BAFO.
- iii. BAFO documents will include the original solicitation criteria since BAFO responses will be evaluated based on such criteria.
- iv. BAFO documents will not identify the current scoring of their respondents or the proposed costs.

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d. BAFO Evaluation

- i. The TEC will evaluate the submitted BAFO responses in an open, publicly noticed meeting and will rescore each original response based on the content of the BAFO response.
- ii. Respondents are not required to submit a BAFO response. Respondents who do not submit a BAFO response must submit a written notification to the PA stating their original response will remain as submitted. However, any original response may be rescored as a result of the BAFO evaluation.
- iii. Respondents may be requested to make an oral presentation regarding their BAFO response.

7. Negotiations (RFP, RFQ (non-CCNA only) and ITN)

A negotiations process may be utilized only upon approval by the VP of Procurement to negotiate terms and conditions of the contract, including price, with the highest ranked/scored Respondent(s), as applicable.

a. Negotiation Process

- i. The solicitation document must contain language indicating the negotiation process may be used.
- ii. The VP of Procurement, in consultation with the TEC, decides whether to use the negotiation process.
- iii. The PA will post a Notice of Intent to Negotiate on the Authority website at least five (5) business days prior to beginning negotiations.

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- iv. The PA will facilitate and coordinate the negotiation of terms and conditions of the contract, including price, in accordance with Authority Standard Procedure S410.13, Contract Negotiations.
- v. All communication to and from respondent(s) regarding the negotiation process will be with the PA.
- vi. Coordinate with the Requestor to complete the negotiations and determine which respondent(s), if any, will be recommended to the Board for award of contract as the best value for the Authority.

8. Public participation:

- a. Technical evaluation meetings are noticed and open to the public.
 - i. The public in attendance are not allowed to participate and may only observe.
 - ii. No questions or discussions will be asked or directed to the public nor will questions or comments be entertained from the public.
- b. Interviews, demonstrations and presentations are not open to the public but will be recorded and available for review in accordance with the Sunshine Law.
- c. Negotiations are not open to the public.