

CONCESSION BID EVALUATION & SELECTION PROCESS

1. BID EVALUATION COMMITTEE

Bid applications will be reviewed and evaluated by a committee, which shall include participants from Department's Office of Transactions and Public Land Administration and/or State parks, Forests & Historic Sites ("Evaluation Committee").

2. EVALUATION CRITERIA

A. The following evaluation criteria, not necessarily listed in order of significance, shall be used to evaluate bids received in response to the Bid Specifications. The evaluation criteria categories may be used in developing more detailed evaluation criteria for the review process:

- (i) The bidder's general approach and plans in meeting the requirements of the Bid Specifications;
- (ii) The bidder's detailed approach and plans to perform the services under the Agreement;
- (iii) The bidder's documented experience in developing and administering outdoor recreational events and facilities;
- (iv) The qualifications and experience of the bidder's personnel, with emphasis on documented experience;
- (v) The bidder's overall ability to mobilize, undertake, and successfully perform in accordance with the Agreement. This judgment will include but not be limited to the qualifications of the proposed personnel and the bidder's Operation Plan;
- (vi) The bidder's ability to implement past Agreements with Department, including whether bidder has been terminated or failed to fully comply with any Agreement and/or owes Department compensation, of any type;
- (vii) The bidder's financial viability and organizational history; and
- (viii) The bidder's monetary proposal.

3. SELECTION PROCESS

The proposal shall be awarded with reasonable promptness and by written notice to the responsive bidder whose bid, conforming to the invitation for bids, is most advantageous to the State, price and other factors considered. Any or all bids may be rejected if Department determines that it is in the public interest to do so.

4. **BEST AND FINAL OFFER (BAFO)**

- A. Department may invite one bidder or multiple bidders to submit a best and final offer (BAFO). Said invitation will establish the time and place for submission of the BAFO(s). Any BAFO that is not higher in price than the pricing offered in the bidder's original bid will be rejected as non-responsive and Department will revert to consideration and evaluation of the bidder's original pricing.
- B. After review of the BAFO(s), Department may conduct more than one round of BAFO(s) in order to attain the best value for the State.
- C. **The bidder is advised to submit its best technical and price proposal in response to the Bid Specifications since the Department may, after evaluation, make a contract award based on the content of the initial submission, without inviting bidder(s) to submit BAFO(s).**
- D. All contacts, records of initial evaluations, any correspondence with bidders related to BAFO(s), the Evaluation Committee Report, and the Award Recommendation, will remain confidential until a Notice of Intent to Award an agreement is issued.