




<p align="center"><b>GUAM POWER AUTHORITY</b></p> <p align="center"><b>STANDARD OPERATING PROCEDURE</b></p>	<p>Prepared by: <u></u> / <u>01/21/2016</u>          Patricia B. Camacho / Date</p>
<p><b>TITLE: <u>BID/RFP EVALUATION COMMITTEE</u></b></p>	<p>Reviewed by: <u></u> / <u>01/22/16</u>          Jamie L.C. Pangelinan / Date</p> <p>Title: <b>Supply Management Administrator</b></p>
<p><b>NO: *SOP-002</b></p> <p>Supersedes: 02/19/14 ✓</p>	<p>Approved: <u></u> / <u>1/22/16</u>          John M. Benavente, (P.E) General Manager / DATED</p>
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### 1.0 **PURPOSE**

- 1.1 The purpose of this Standard Operating Procedure is to establish the processes and responsibilities in evaluating bids and other formal requisitions.

### 2.0 **SCOPE**

- 2.1 This policy and procedure applies to the purchases of supplies, materials, equipment and services which requires the review of Invitation for Bid (IFB)/ Request for Proposal (RFP) submittals for compliance of GPA specifications and other specific requirements.

### 3.0 **GENERAL GUIDELINES and RESPONSIBILITIES**

The following are detailed procedures to be followed when an evaluation committee is required to evaluate any IFB/RFP submittals:

- 3.1 The manager of using division shall be responsible to submit in writing for the General Manager's review and approval, a list of employees as members of the Evaluating Committee to review and evaluate IFB submittals:
- Committee members selected must be employees knowledgeable of the materials, supplies, equipment and/or services being procured.
  - The Evaluation Committee must consist of an odd-number team and a minimum of three (3) members.
  - If the committee is comprised of (3) three members, at least (1) one member selected must come from a division outside the using division.

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#3.1.a Non-Disclosure Agreement/Statement of Impairment and Warranty of Confidentiality shall be signed by all Evaluation Committee Members. (reference exhibit A)

NOTE: For Transformer bids a "Transformer Load Loss Evaluation Table" must accompany the committee recommendation memo.  
Reference: GPA specifications:

- E= 003 Revision 7 Section 6.3
- E= 004 Revision 5 Section 6.3
- E= 012 Revision 7 Section 6.3

#3.2 The approval recommendation is then forwarded to the Procurement Section for processing required.

\*3.3 The Procurement section shall be responsible to schedule the Evaluation Committee's meeting and notify the committee members as to the time, date and location. The evaluation by the committee will be completed no later than (45) forty five days from submission due date of the IFB and/or RFP. Evaluation may be extended based on the complexity of IFB and/or RFP. Such reason for extension shall be noted in the procurement file.

\*3.4 Procurement shall provide all pertinent documents and oversee the evaluation process, to ensure that the integrity of the procurement remains intact.

\*3.5 Request for Proposals (RFP): The Evaluation Committee must review all un-priced technical offers and base their findings on the evaluation criteria set forth in the RFP package to determine the most qualified offeror:

- In the event that the evaluation committee would like to teleconference with a Proponent or if they have any questions, clarifications, inquiries, or their request for a teleconference to the Supply Management Administrator (SMA) who is responsible for all proponent communications.
- The SMA shall have the assigned Buyer prepare the formal letters to the Proponents addressing the evaluation committee's questions clarifications, inquiries, or request for teleconferences for their respective responses to the questions and the scheduled date and time of requested teleconference.
- Upon completion of their review, the committee shall submit their recommendation memo to Supply Management Administrator for review and ensure that a copy of committee's scoring sheet and all submissions are accompanied prior to the General Manager's approval.

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#3.5.a With the General Manager's discretion, he/she may select a committee for the technical review phase and may select a committee for the negotiation phase.

#3.5.b Non-Disclosure Agreement/Statement of Impairment and Warranty of Confidentiality shall be signed by all Evaluation Committee Members. (reference exhibit A)

#3.6 The approval recommendation is then forwarded to the Procurement Section for processing required.

\*3.7 Invitation for Bids (IFB): The Evaluation Committee must review all bids received and base their findings on the most responsive and responsible bidder meeting specifications set forth in the IFB package:

- In the event that the evaluation committee would like to have a teleconference with a Bidder or if they have any question, clarifications or inquiries with any of the Bidders being reviewed the committee shall submit their questions, clarifications, inquiries or request for a teleconference to the Supply Management Administrator (SMA), who's responsible for all Bidder communications.
- The SMA shall have the assigned Buyer prepare the formal letters to the Bidders addressing the evaluation committee's questions, clarifications, inquiries or request for teleconferences for their respective responses to the questions and/or the scheduled date and time of requested teleconference.
- Upon completion of their review, the committee shall submit their recommendation memo to Supply Management Administrator (SMA) for review and ensure that a copy of the bid abstract is accompanied prior to the General Manager's approval.

#3.7.a Non-Disclosure Agreement/Statement of Impairment and Warranty of Confidentiality shall be signed by all Evaluation Committee Members. (reference exhibit A)

\*3.8 The approval recommendation is then forwarded to the Procurement Section for processing required.

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**#3.9 Invitation To Bids (ITB): For All Construction:** The Evaluation Committee must review all bids received and base their findings on the most responsive and responsible bidder meeting specifications set forth in the ITB package.

- In the event that the evaluation committee would like to have a teleconference with a Bidder or if they have any question, clarifications or inquiries with any of the Bidders being reviewed the committee shall submit their questions, clarifications, inquiries or request for a teleconference to the Supply Management Administrator (SMA), who's responsible for all Bidder communications.
- The SMA shall have the assigned Buyer prepare the formal letters to the Bidders addressing the evaluation committee's questions, clarifications, inquiries or request for teleconferences for their respective responses to the questions and/or the scheduled date and time of requested teleconference.
- Upon completion of their review, the committee shall submit their recommendation memo to Supply Management Administrator (SMA) for review and ensure that a copy of the bid abstract is accompanied prior to the General Manager's approval.

**#3.9.a Non-Disclosure Agreement/Statement of Impairment and Warranty of Confidentiality** shall be signed by all Evaluation Committee Members.  
(reference exhibit A)

**#3.10** The approval recommendation is then forwarded to the Procurement Section for processing required.

**#3.11 Multi-Step Sealed Biddings:** The Evaluation Committee must review all bids received and base their findings on the most responsive and responsible bidder meeting specifications set forth in the IFB package:

- In the event that the evaluation committee would like to have a teleconference with a Bidder or if they have any question, clarifications or inquiries with any of the Bidders being reviewed the committee shall submit their questions, clarifications, inquiries or request for a teleconference to the Supply Management Administrator (SMA), who's responsible for all Bidder communications.
- The SMA shall have the assigned Buyer prepare the formal letters to the Bidders addressing the evaluation committee's questions, clarifications, inquiries or request for teleconferences for their respective responses to the questions and/or the scheduled date and time of requested teleconference.

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- Upon completion of their review, the committee shall submit their recommendation memo to Supply Management Administrator (SMA) for review and ensure that a copy of the bid abstract is accompanied prior to the General Manager's approval.

#3.11.a Non-Disclosure Agreement/Statement of Impairment and Warranty of Confidentiality shall be signed by all Evaluation Committee Members.  
(reference exhibit A)

#3.12 The approval recommendation is then forwarded to the Procurement Section for processing required.

**4.0     DISTRIBUTION:     A, B, C & D**

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**EXHIBIT A**  
**NON-DISCLOSURE AGREEMENT / STATEMENT OF IMPAIRMENT**  
**AND**  
**WARRANTY OF CONFIDENTIALITY**

The **Guam Power Authority** issued a Request for Proposal (RFP) / Invitation for Bid (IFB); # \_\_\_\_\_ for \_\_\_\_\_ on \_\_\_\_\_. The proposals/bids submitted by prospective offerors or proposers will be evaluated in accordance with the requirements and terms set forth in the above mentioned RFP or IFB by an Evaluation Committee in order to determine the highest ranked or best qualified offeror or proposer. Members of the Evaluation Committee are technical and professional staff or representatives of the Guam Power Authority.

I, \_\_\_\_\_ (hereinafter referred to as a Member), in consideration of participating as a member of the evaluation committee for the above titled RFP or IFB, agrees and warrants that **Member shall keep confidential to the extent permitted by law and shall not discuss nor disclose any information concerning the evaluation, selection, and/or procurement conducted in connection with the above mentioned RFP or IFB.**

**Member agrees that Member will hold all such information concerning the RFP or IFB in the strictest confidence.** Member will not disclose by way of interview, communication device, electronic or computer email, press release, letter or other document, or manner to any individual, news media, professional organization or third party other than those authorized by GPA, or law, any information concerning the evaluation, selection, and/or procurement conducted in connection with this RFP or IFB.

**I also state that I have no personal, financial, or external impairments that I am aware of in fact or appearance that now affects or would affect my evaluation conclusions, judgments, recommendations, impartiality, integrity, or objectivity as Member on this committee.** I will notify the General Manager and the Supply Management Administrator if there are any changes that affect my independence between the date listed below and the date the evaluation and scoring of each proposer commences.

If at any time this Non-Disclosure Agreement, Warranty of Confidentiality, and Statement of Impairment is knowingly breached or violated by Member, Member shall be liable to the extent permitted by law for any and all damages incurred thereby. Member also agrees to hold harmless, indemnify, protect and defend GPA against any and all claims filed or made against GPA as a result of Member's breach or violation of the Non-Disclosure Agreement, Warranty of Confidentiality, and Statement of Impairment and Member will be responsible for any and all costs and/or attorney fees incurred by GPA in the enforcement of this agreement or for defending claims made or filed against GPA as a result of Member's breach or violation of this Non-Disclosure Agreement and Warranty of Confidentiality.

This Non-Disclosure Agreement, Warranty of Confidentiality and Statement of Impairment will remain in force for the duration of the RFP or IFB process and for one year after award of the RFP or IFB.

In the event any portion of this Non-Disclosure Agreement and Warranty of Confidentiality is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of this Agreement shall remain in full force and effect.

\_\_\_\_\_  
 Evaluator's Signature      Date

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