



SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS

Planning for Our Region's Future

Bethany Branford East Haven Guilford Hamden Madison Meriden Milford
New Haven North Branford North Haven Orange Wallingford West Haven Woodbridge

SCRCOG PURCHASING CONSORTIUM GENERAL GUIDELINES AND RULES OF PROCEDURE

ADOPTED: FEBRUARY 2021

I. AUTHORIZATION

The South Central Regional Council of Governments ("SCRCOG") received authorization from the Board of Directors to establish and act as a regional purchasing consortium for the purpose of requesting bids, issuing request for proposals and qualifications, and performing other procurement functions as requested by the region's municipalities.

II. FUNCTIONS

- A. Coordinate procurement opportunities with SCRCOG's Executive Committee and SCRCOG's Regional Working Groups, particularly the Purchasing, Finance, and Public Works Working Groups.
- B. Receive and prioritize suggested bid, request for qualification, and request for proposal opportunities from the region's municipalities.
- C. Serve as a regional, flexible, and responsive procurement cooperative by complementing the purchasing processes of the region's municipalities.
- D. Organize competitive purchases of supplies, services, equipment, and materials which will generate municipal efficiencies and cost savings by leveraging economies of scale.
- E. Cooperate with other state, regional, and local organizations in matters concerning purchasing.
- F. Provide procurement documents, model policies, and other pertinent information to municipal purchasing and other departments and SCRCOG Regional Working Groups.
- G. Collect and maintain a list of vendors for future solicitation and notification.

III. STRUCTURE

- A. SCRCOG will solicit prices on behalf of some or all of its fifteen (15) municipalities.
- B. Each municipality will make their own award.

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- C. Unless a specific competitive procurement states otherwise, members are not obligated to participate in the solicitation. If they choose to participate however, they must use the vendor(s) selected by the Consortium.
- D. All bids, request for qualifications, and request for proposals will be advertised on SCRCOG's website and in daily or weekly newspapers having general circulation in the SCRCOG municipalities. Vendor lists will also be maintained and utilized for solicitations.
- E. Bids will be opened publicly, either in-person or virtually.
- F. Addenda will be posted on SCRCOG's website.
- G. Each bid, request for qualification, and request for proposal result will be posted on SCRCOG's website.
- H. If a request for proposal is used, those not awarded may request a debrief.
- I. An archive of past bids, request for qualifications, and request for proposals and the results for each solicitation will be posted and maintained on SCRCOG's website.

IV. MEMBERSHIP

The SCRCOG Purchasing Consortium shall consist of the fifteen municipalities within the South Central Region: Bethany, Branford, East Haven, Guilford, Hamden, Madison, Meriden, Milford, New Haven, North Branford, North Haven, Orange, Wallingford, West Haven, and Woodbridge. As a member, municipalities may utilize and participate in the procurement opportunities offered by the Consortium.

**V. REQUEST FOR QUALIFICATIONS AND REQUEST FOR PROPOSALS
("RFQ" & "RFP") PROCESS**

- A. RFQ/RFP panels will be formed for each solicitation by the SCRCOG staff through invitation or a call for volunteers. Preference for panel membership will be based upon representation of those towns requesting the RFQ/RFP as well as subject matter expertise.
- B. An advertisement will be published seeking either a request for qualification or a request for proposal.
- C. For RFQs, the panel will thoroughly review each qualification package submitted and rate it. Rating criteria may include, but will not be limited to, completeness of package submitted; number of similar projects completed by the respondent(s); number of employees with the specific expertise required; description of the relevant experience of those specific employees; ability to complete the work in the time frame required; years the respondent(s) have/has been in business; amount of employee turnover; expertise of any sub-contractors; and other rating criteria as determined by the panel.
- D. The panel will meet and select those respondent(s) who will advance to an interview, demonstration, RFP, site visit, or other best determined next step.

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- E. If utilizing an interview process, panel members should send interview questions to SCRCOG staff at least three (3) days before the interview. As a benchmark, 5-7 questions will be asked of each respondent. Panel members will also be able to ask questions based on the respondent's presentation.
- F. If utilizing an interview process, panel members will be given the list of questions that will be asked of each respondent and a scoring matrix at the time of the interview.
- G. Each panel member will score each respondent on the matrix provided, using a scale of 1-100. After each respondent is scored, each panel member will translate each score into a rank (i.e. the respondent who scores the highest will receive a rank of 1). Panel members will not report their raw scores to SCRCOG staff, rather they will report each respondent's ranking. The respondent with the lowest composite numerical ranking is selected.
- H. Awards are contingent upon both receiving good references and a successful contract negotiation.
- I. All documents including score sheets and answers to questions will be submitted to SCRCOG staff. These will become public documents, and respondent(s) that request a debriefing may also request access to such documents.

VI. REQUEST FOR QUALIFICATIONS/PROPOSALS PANEL RULES

- A. Representatives from SCRCOG municipalities will sit on each RFQ/RFP panel. Only those representatives sitting on a panel will have a vote. SCRCOG staff will establish the process and ground rules and verify that the process is being followed.
- B. If a panel member has a conflict of interest with any vendor, it must be disclosed. "Conflict of interest" means that there is a financial and/or personal interest or belief that could affect a member's objectivity. If there is, the panel member should state the source and nature of that potential conflict to SCRCOG staff immediately upon identification of the potential conflict.
- C. Panels should be made up of an odd number with at least three (3) members.
- D. The members of the panel are responsible for carefully reading all qualifications/proposals submitted in response to the RFQ/RFP.
- E. For RFQ panels, panel members are expected to carefully evaluate all qualifications received and agree to have a "short-list" by a date determined by SCRCOG staff.
- F. Once the panel has determined the short-list, a request for proposal will be sent to the respondents on the short-list unless this is strictly an RFQ process. If so, the short-listed respondents will be asked to interview.
- G. If utilizing interviews, each panel members must be able to attend all interviews. As this is a competitive process, a panel member who misses even one interview will be unable to score, rank, or vote.

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- H. If for any reason a panel member appears to be unable to fulfill their responsibilities, the SCRCOG staff may replace that member.
- I. The panel will score and rank all interviewed respondents and select for award based on the evaluative criteria established by either the panel or SCRCOG staff. Based on the ranking, one or several respondent(s) will be selected.

VII. ETHICS AND LEGAL COMPLIANCE STATEMENT

SCRCOG is committed to the highest ethical and professional standards of conduct. This is demonstrated through SCRCOG's commitment to facilitate transparent bid, request for qualification, and request for proposal processes. Encompassed in this ethos is the assurance that all vendors and bidders will be treated fairly and equitably. SCRCOG will operate in compliance with all laws, regulations, and policies related to public purchasing in the State of Connecticut.

**VIII. AMENDMENT PROCESS TO THE SCRCOG PURCHASING CONSORTIUM'S
GENERAL GUIDELINES AND RULES OF PROCEDURE**

Amendments to the SCRCOG Purchasing Consortium's General Guidelines and Rules of Procedure must be submitted in writing to the SCRCOG staff and may be proposed by SCRCOG staff or any member municipality. SCRCOG staff will review the proposed amendment, consult with Regional Working Group(s) and/or SCRCOG's Executive Committee, when necessary, and either approve or deny the proposal.