

STANDARD PROCEDURE

Aviation Authority

Number: S410.27

Effective: _____

Revised: _____

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SUBJECT: RE-SOLICITATION EFFORT

PURPOSE: To establish a procedure for soliciting a previously awarded contract or qualified company list to add additional qualified companies.

GENERAL: A Re-Solicitation Effort may be conducted if the Authority determines it is in its best interests to do so and any of the existing conditions apply:

1. The qualified companies listed lack availability or capacity to satisfy the Authority's needs
2. Competition on any project or work order is inadequate
3. No responses were received for a particular portion of a contract
4. A supplier is no longer in business or was terminated from the contract or qualified company list

Companies currently on the qualified company list, will not be required to resubmit a response to continue to be awarded. The Re-solicitation Effort will follow the current procedure for advertisement, evaluation, and award. Awardees will be added to the existing term of the Contract. Adding companies to a previously awarded qualified company list or awarded contract will be subject to Board or CEO approval.

PROCEDURES: The Procurement Department (Procurement) will be responsible for the coordination of the Re-Solicitation Effort process for the Authority.

A. Re-Solicitation Process

1. Requesting department will:
 - a. Contact the assigned Procurement Agent (PA) to discuss the need to Re-Solicit an existing contract or qualified company list.
 - b. Provide the PA with all supporting documentation, including why it is in the best interests of the Authority to Re-Solicit, as applicable.
 - c. Review responses to the Re-Solicitation Process and meet with Procurement to determine the next steps in the award process.
2. Procurement will:

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- a. Develop solicitation documents based on the original solicitation document.
- b. The solicitation will identify a “Re-Solicitation Effort” and direct respondents to which areas of the current agreement or qualified company list are being re-solicited.
- c. Coordinate the Re-Solicitation Effort per the current advertisement, evaluation, and award procedure following S410.04, S410.10, or S410.21, as applicable.
- d. Post a Notice of Intent to Select/Award on the Authority website with the solicitation documents at least twenty-one business days prior to the Board meeting for the selection or award, unless otherwise approved by the Vice President of Procurement.
- e. Prepare the final contract documents and obtain an executed contract, as applicable.
- f. Prepare and process Board documentation for the Board agenda for items over \$100,000, with input from the Requesting Department as applicable.
- g. Upon Board award, create a CPA for tracking contract expiration and spending, or request the department to enter a requisition, if applicable.
- h. For all awards over \$65,000, post the contract document on the Authority website within seven (7) days of execution.

APPROVED: _____

DATE: _____