

STANDARD PROCEDURE

Aviation Authority

Number: S410.27

Effective: 04/26/23

Revised: _____

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SUBJECT: RE-SOLICITATION EFFORT

PURPOSE: To establish a procedure for soliciting a previously awarded contract or soliciting a 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 following 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; or
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 or awarded contract 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 qualified company list or awarded 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.

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.

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2. Procurement will:
 - a. Develop solicitation documents based on the original solicitation document.
 - b. Identify the solicitation as a “Re-Solicitation Effort” and direct respondents to the areas of the current contract or qualified company list being re-solicited.
 - c. Coordinate the Re-Solicitation Effort per the current advertisement, evaluation, and award procedures pursuant to Standard Procedure S410.04, Standard Procedure S410.10, or Standard Procedure 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 Contract Purchase Agreement (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: Michael Stephens

DATE: 4/26/23