

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**FROM:** Supervisor Jeff Stone

**SUBMITTAL DATE:** February 24, 2010


**SUBJECT:** Bid Review Under Transparent Environment (B.R.U.T.E.)

**RECOMMENDED MOTION:** That the Board of Supervisors:  
Approve the amendment to Purchasing Policy Manual regarding Request for Proposal (RFP).

**Background:** This policy of the Riverside County Board of Supervisors is to amend and modify the Request for Proposal process to ensure that the process is ethical, transparent, and fair. Every public agency must at all times do more than what's acceptable to ensure the public's trust that the taxpayers are protected from any schemes or loopholes that compromise the bidding process to ensure that a fair playing field is always maintained for all bidders and that ultimately the taxpayers get the appropriate goods and services for the lowest cost.

**Section 2.48 of the Purchasing Policy Manual** defines RFP as: "*A competitive solicitation that is used whenever the County cannot specify with certainty the item or service needed and the vendor is asked to propose a solution to a particular situation.*" These proposals are NOT open publically and bidders may be called to clarify their responses and allow further negotiation of prices, terms, and conditions of their offer. These are generally awarded to the vendor that best meets **all** the requirements listed in the RFP evaluation criteria.

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Jeff Stone, 3<sup>rd</sup> District Supervisor

Prev. Agn. ref.

Dist.

AGENDA NO.

**3.1**

**AMENDED POLICY CHANGES PROPOSED:**

1. Any RFP's in excess of **\$25,000** that are requested by the County of Riverside and returned to the County shall be handled as such:
  - A. All RFP's shall be delivered to the Clerk of the Board Office.
  - B. The RFP will be stamped with the date and time received initialed by the beneficiary of the RFP and a County Clerk witness and a receipt given to the applicant.
  - C. The beneficiary and witness will ensure the bid is sealed in a tamper proof envelope and placed in a secure location accessible by the Clerk of the Board only.
  - D. All future agendas will have a reserved spot to allow for the public unsealing of bids and read into the record.
  - E. All RFP will then be photocopied and one copy kept by the clerk of the Board to be published on the county's website and the original to the evaluation committee.
  - F. All evaluators must be vetted to ensure that there is an objective review of all RFP's and the identity of those on the selection committee are identified publically.
  - G. Recommendations are then forwarded to the Board of Supervisors for consideration and may be rejected in full by a majority of the Board and for any reason.
  - H. Regular audits shall be done to ensure the County contractor is performing all the duties associated with their contracts.
  - I. Any subcontractors must be identified with the appropriate credentials to do the work required by the contract to avoid fiscal liability by the County.