

## **ATTACHMENT A**

I.	Detailed Scope of Work .....	Page 1
II.	Instructions for Response .....	Page 1
III.	Scoring of the RFP .....	Page 2

### **I. Detailed Scope of Work**

2022 VEHICLES

### **II. Instructions for Response:**

1. Proposal should provide a technical response to vehicle(s) specification of vehicle(s) being submitted in proposal
2. Affirm vehicles contained in proposal are new and available.
3. Acknowledgements of RFP and all RFP Addenda's
4. A minimum of three (3) references
5. Other documents as included below
6. Return signed Conflict of Interest Questionnaire (Attachment B)

VENDOR CAN ALSO SUPPLY PICTURES OF VEHICLES QUOTED  
THE ABOVE SPECIFICATIONS ARE MEANT TO BE DESCRIPTION OF  
VEHICLES NEEDED AND NOT TO A SPECIFIC BRAND OR MODEL.

BIDDERS CAN PROPOSE DIFFERENT MODELS OR BRANDS THAT MEET  
SPECIFICATIONS STATED ABOVE.

Responder shall provide in their proposal all documentation required by this RFP. Including but not limited to specification of vehicles contained in proposal and warranty information. Itemized cost of each vehicle quote including any delivery cost if required. Failure to provide this information may result in rejection of proposal.

MINIMUM STANDARDS FOR ALL PROSPECTIVE RESPONDERS: A  
prospective Responder must affirmatively demonstrate / meet the following  
requirements:

1. Have adequate financial resources, or the ability to obtain such resources as required; Please specify this within the proposal;

2. Be able to comply with the required or proposed delivery schedule. Include all details as appropriate including staffing levels, supervision, and how Responder will monitor the service;
3. Have a satisfactory record of performance evidenced by references;
4. Have a satisfactory record of integrity and ethics;
5. Have the ability to provide usage data on items ordered or delivered;
6. Be able to provide descriptive information as required, including detailed specifications and itemize cost of vehicles included in proposal;
7. Be otherwise qualified and eligible to receive an award; and,
8. Meet any additional requirements specified in the RFP.

REFERENCES: Community Healthcore requests Responder to supply, with this RFP, a list of at least three (3) references where like services have been supplied by their firm. Include name of firm, address, telephone number and name of representative.

### **III. Scoring of the RFP**

The purchase will be awarded based on best value, as determined by considering all relevant factors as established by Community Healthcore which include; price, availability, and adherence to specifications

#### **A. Factors to be considered include:**

1. Any installation cost;
2. Delivery terms;
3. Quality and reliability of respondent's goods or services;
4. The extent to which the goods or services meet the CENTER's needs as described in this RFP;
5. Past offeror performance, respondent's financial resources and ability to perform, the respondent's experience and responsibility, and the respondent's ability to provide reliable service agreements;
6. The impact on the ability of CENTER to comply with laws and rules relating to historically underutilized businesses or relating to the procurement of goods and services from persons with disabilities;
7. The total long term cost to the local authority of acquiring the respondent's goods or services;
8. The cost of any CENTER employee training associated with the acquisition;
9. The effect of the acquisition on CENTER's productivity;
10. Price
11. Whether the respondent can perform the contract or provide the service(s)

- within the contract term, promptly provide the services, without delay or interference;
12. Respondent's history of compliance with the laws relating to its business operations and the affected service(s) and whether it is currently in compliance;
  13. Whether the respondent's financial resources are sufficient to perform the contract and to provide the service(s);
  14. Whether necessary or desirable support and ancillary services are available to the respondent;
  15. The character, responsibility, integrity, reputation, and experience of the respondent;
  16. The quality of the facilities and equipment available to or proposed by the respondent;
  17. The ability of the respondent to provide continuity of services;
  18. The ability of the respondent to meet all applicable written policies, principles, and regulations;
  19. Any factor is relevant to determining the best value for Community Healthcore in the context of this procurement.

These factors will be considered and some may be given greater weight than others.

**B. Proposals will be scored using the following criteria:**

- a. Pricing
- b. Availability
- c. Adherence to Specifications