

Golden LEAF Foundation Food Distribution Assistance Program

Solicitation of Purchases of More than \$25,000

Overview

Be sure to review the [Procurement Guidelines](#) to confirm the type of procurement required.

Procurement solicitations must include the following:

1. Organization Information
2. Instructions for Submitting Bids
3. Specifications
4. Evaluation Criteria

A solicitation document should be clear that the organization is requesting quotes/pricing for a good or service. Use an identification number and/or title as a short description to identify the procurement.

Solicitation documents should follow the "5 W and H rule" - Who, What, When, Where, Why & How and include the following:

Organization Information

- Your organization name
- Your organization's hours of operation and location(s)
- The Project Leader(s) contact information (name, email, phone number)
- Date the goods or services are needed by the organization

Instructions for Submitting Bids

RFQs are issued to the intended vendors, using **email**, for response. In general, an RFQ's timeline is flexible since there is no required posting or response time. Timelines within RFQs should account for the complexity of the request. Bids solicitation by phone call must also be followed up with email delivery of the RFQ.

Documentation

Organizations must document the selection of the vendor, including how the evaluation criteria were applied and any scoring, if established, as well as the completion of the required compliance steps.

Specifications

In addition to a short description of the good(s) or service(s) needed, provide the detailed specifications for the good or service, requirements, terms and conditions, and delivery information.

Example Specifications

Vehicle

The quoted vehicle must be in the dealer's inventory as of the date the quote is submitted. The vehicle shall be a Compact Sport Utility Vehicle. The vehicle shall be able to carry up to five passengers. The vehicle shall be equipped with a 1.5L 4-cylinder engine or larger and an automatic transmission. The vehicle shall be all-wheel drive or 4X4.

Features:

- Center Console
- Electronic Mirrors
- Electronic Door Locks
- Cruise Control
- Seats: Vinyl or Cloth
- Vehicle Exterior Color: White
- Vehicle Interior Color: Gray or Tan

Forklift

Specifications:

- Electric
- Three-wheel
- Lifting capacity of at least 3,000 pounds
- Reach of at least 18 feet

Evaluation

An organization must establish the criteria for evaluation prior to soliciting bids. Criteria for award may be based on the lowest cost technically acceptable methodology or the Best Value Trade-Off method. Other factors to be considered must be identified in the solicitation document. See details regarding the evaluation criteria in the [Procurement Guidelines for Grantees](#). If using a Best Value method, the Request For Quote (RFQ) must include the information required for Best Value trade off solicitations.

Example Evaluation Criteria

Vehicle

All quotes meeting the above requirements will be considered if they are received on time. In addition to the above requirements, we will weigh the following categories to make our final decision:

- Total delivered price (vehicle cost and all taxes, title, and fees included): under \$53,000 – 10 points; over \$53,000 – (-10) points
- CARFAX accident history: Clear accident history (or new vehicle) – 3 points; Minor accident history – 1 points; Major accident history – will not be considered
- Repair history: Full repair history (or new vehicle) – 3 points; Partial repair history – 1 point; Not available – 0 points
- Number of previous owners: 0-1 owner – 3 points; 2 owners – 1 point; 3+ owners – 0 points
- Rental history: Not used as rental – 2; Used as rental - 0 points

Forklift

- Date of Delivery
- Transportation charges
- Suitability for intended use
- Location and availability of service/repair

Example Solicitation

Issue Date: July 11, 2023

Due Date: July 27, 2023, at 4:00 p.m. ET

Example County is requesting quotes for one (1) vehicle which meets the minimum specifications set forth herein.

Quotes must be received by 4:00 p.m. ET on July 27, 2023, and may be submitted electronically to NAME at EMAIL. **The quoted vehicle must be in dealer's inventory as of the date the quote is submitted.**

Funding Notice:

Example Organization has received an allocation of funds from the Coronavirus State and Local Fiscal Recovery Funds (the "Fiscal Recovery Funds"). It is anticipated that this purchase will be funded using Fiscal Recovery Funds. In using such Fiscal Recovery Funds, Example Organization must comply with the terms of ARPA, regulations issued by the U.S. Department of the Treasury ("Treasury"), and such other guidance as Treasury has issued or may issue governing the expenditure of monies distributed from the Fiscal Recovery Funds. Example Organization must also comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, which includes, without limitation, applicable provisions described in Appendix II to 2 C.F.R. Part 200.

Vehicle Specifications:

All vehicles quoted must meet or exceed the minimum specifications provided below.

The vehicle shall be a Compact Sport Utility Vehicle. The vehicle shall be able to carry up to five passengers. The vehicle shall be equipped with a 1.5L 4-cylinder engine or larger and an automatic transmission. The vehicle shall be all-wheel drive or 4X4.

Features:

- Center Console
- Electronic Mirrors
- Electronic Door Locks
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- Seats: Vinyl or Cloth
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