

**BID TABULATION TEMPLATE**

**Instructions to Issuing Officer:** this **sample template** may be used during the evaluation process for **Request for Quotes (RFQs)** to document the results of the bid evaluation. The issuing officer may use a document developed by the State Entity or a modified version of the “Administrative Review” tab of SPD-EP001 Administrative Review Requirements Summary Sheet. If using this sample template, please edit as needed to correspond with your RFQ requirements and award scenario. The finalized document (or similar document) should be published with the Notice of Intent to Award or Notice of Award (whichever comes first) to satisfy the requirement to provide public inspection of the recording of all bids received conforming to the solicitation.

|  |  |
| --- | --- |
| **Solicitation Title/Event Name:** |  |
| **Solicitation No/Event ID:** |  |
| **Issuing Officer:** |  |

**Administrative Review:**

During the administrative review, the issuing officer reviews all timely bids to determine suppliers’ compliance with several basic requirements. The purpose of the administrative review process is to identify any responses which are not eligible for further evaluation. Space has been provided for up to seven suppliers. The table may be copied and inserted below if there are additional responding suppliers.

| **Requirements** | **[Insert Name of Supplier #1]** | **[Insert Name of Supplier #2]** | **[Insert Name of Supplier #3]** | **[Insert Name of Supplier #4]** | **[Insert Name of Supplier #5]** | **[Insert Name of Supplier #6]** |
| --- | --- | --- | --- | --- | --- | --- |
| Timely Submission through Sourcing Tool\* |  |  |  |  |  |  |
| Mandatory Requirements (supplier responded “yes” as appropriate and provided all required information) |  |  |  |  |  |  |
| Completed Cost Submission (either as line item or attached worksheet as applicable) |  |  |  |  |  |  |
| Not Scrutinized Company (see GPM Section 3.5.1.4)\*\* |  |  |  |  |  |  |
| Certificate of Non-Collusion\*\* |  |  |  |  |  |  |
| Bid Bond (typically only application to construction projects) |  |  |  |  |  |  |
| [insert other mandatory requirements here] |  |  |  |  |  |  |
| [insert other mandatory requirements here] |  |  |  |  |  |  |
| [insert other mandatory requirements here] |  |  |  |  |  |  |
| **Overall Results** **(PASS OR FAIL)** |  |  |  |  |  |  |

\*Unless SPD grants a written exception, all state entities are required to conduct competitive sealed bidding through approved sourcing tools such as Team Georgia Marketplace™ and eSource/Jaggaer. These systems will not allow a supplier to submit a bid/proposal once the solicitation closing date/time has passed.

\*\*By submitting a response via Team Georgia Marketplace™ or eSource/Jaggaer, suppliers automatically agree to the certificate of non-collusion and must also certify that they are not a scrutinized company. If conducting through another sourcing tool with SPD approval, the issuing officer may use form SPD-SP012 Certificate of Non-Collusion to obtain the certification and SPD-SP042 Supplier General Information Worksheet.

**Second Phase of Evaluation:**

Following administrative review, the issuing officer may proceed with further evaluation of all suppliers that passed administrative review. Additional evaluation activities may include review/testing of samples, contacting client references (if requested) to verify previous work experience, etc. Examples are included below. Revise as needed to correspond to the RFQ requirements.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Requirements** | **[Insert Name of Supplier #1]** | **[Insert Name of Supplier #2]** | **[Insert Name of Supplier #3]** | **[Insert Name of Supplier #4]** | **[Insert Name of Supplier #5]** | **[Insert Name of Supplier #6]** |
| [Test Product Samples] |  |  |  |  |  |  |
| [Contact Client References] |  |  |  |  |  |  |
| [Verify business is registered with the Secretary of State’s Office and authorized to conduct business in the State of Georgia, as applicable] |  |  |  |  |  |  |
| [Site visit, if applicable] |  |  |  |  |  |  |
| [Product demonstration/oral presentation, if applicable] |  |  |  |  |  |  |
| [Product determined equivalent if brand name referenced] |  |  |  |  |  |  |
| **Overall Results** **(PASS OR FAIL)** |  |  |  |  |  |  |

**Cost Evaluation:**

During the cost evaluation, the issuing officer will evaluate the cost proposals to identify the lowest priced supplier(s) using the identified cost evaluation methodology. Factors that may impact the cost evaluation are noted below:

* **Price Match Option:** If selected by the issuing officer and included as part of the RFQ, then the price match option should be offered to any supplier that meets the following requirement: is (1) a Georgia-based, small business or Georgia Resident small business, (2) that agreed to price match and (3) submitted a response within 5% up to $10,000 of the lowest responsive and responsible bid. Only applicable if a non-Georgia based/non-small business is the lowest priced bidder.
* **Georgia Enterprises for Products and Services (GEPS):** for purposes of cost evaluation only, any bid submitted by GEPS will receive a price preference of 8%. Please see GPM Section 5.6.6.6. for additional information.
* **Cost Negotiation:** State entities may conduct one round of cost negotiations (Best and Final Offer) with responsive and responsible suppliers.
* **Reciprocal Preference:** only applicable if Georgia-resident suppliers bid but a non-Georgia-resident supplier is selected for contract award. Please reference GPM Section 5.6.6.5 for additional information.

**Best Ranked Suppliers Based on Cost**

Please list the top ranked supplier(s) based on cost that will be selected for contract award:

|  |  |
| --- | --- |
| **Top Ranked Supplier(s)** | **Estimated Cost (for purposes of NOIA/NOA)** |
| Insert #1 supplier |  |
| [Add more rows as needed if split/multiple awards] |  |

**Final Evaluation Prior to NOIA/NOA:**

Prior to contract award, the issuing officer should complete the steps below (plus any remaining tasks identified in the RFQ) to verify eligible for award prior to publishing the results. For efficiency, this final review may be limited to the supplier(s) selected for contract award.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Requirements** | **[Insert Name of Supplier Selected for Contract Award]** | **[Insert Name of Supplier Selected for Contract Award]** | **[Insert Name of Supplier Selected for Contract Award]** | **[Insert Name of Supplier Selected for Contract Award]** | **[Insert Name of Supplier Selected for Contract Award]** | **[Insert Name of Supplier Selected for Contract Award]** |
| Verify Not Suspended or Debarred (both State and Federal Lists) for selected suppliers |  |  |  |  |  |  |
| Supplier Meets eVerify Requirement  |  |  |  |  |  |  |
| Pass Sales and Use Tax Check with DOR (only required if estimated award more than$100,000) for selected suppliers |  |  |  |  |  |  |
| Resolve Contract Exceptions (if any) for selected suppliersEnsure Anti-Boycott of Israel Certification (GPM Section 3.5.1.7 included in contract) |  |  |  |  |  |  |
| [insert other requirements here] |  |  |  |  |  |  |