STATE FISCAL ACCOUNTABILITY AUTHORITY OFFICE OF STATE PROCUREMENT 1201 MAIN STREET, SUITE 600 COLUMBIA, SC 29201 (803) 737-0600

TO: BVB COMMITTEE MEMBERS

FROM: BRYANNA MCCAIN

PROCUREMENT MANAGER

SUBJECT: BVB NO. 5400027563 UNARMED SECURITY SERVICES

DATE: January 24, 2025

Please find enclosed:

Evaluation Panel Briefing Instructions Sheet

- Conflict of Interest and Confidentiality and Evaluation Panel Briefing Certifications (*Procurement Integrity Representations and Restrictions & Non-Disclosure Agreement—Procurement Information*)
- Evaluator Reports/Score Sheets
- A Copy of the Original BVB Document and Amendments 1 https://apps.sceis.sc.gov/SCSolicitationWeb/contractSearch.do?solicitnumber=5400027563
- Responses to the BVB Referenced Above will be handed out near the conclusion of this meeting

<u>COMMITTEE MEMBERS MUST REVIEW THE GUIDELINES STIPULATED ON THE EVALUATION PANEL</u> BRIEFING INSTRUCTIONS BEFORE READING ANY RESPONSES.

Please read each proposal carefully and thoroughly. Be prepared to discuss each proposal at the selection meeting. You may complete your Evaluator Reports in pencil, or use a working evaluation sheet prior to the selection meeting. You might want to adjust your scores when the Panel meets for discussion. <u>Please do not write in any of the proposals</u>.

Please be objective in scoring each proposal and do not allow others, or prior knowledge, to influence you. Remember, this is an independent evaluation, and you were chosen to serve on this committee because your expertise is valued. **Do not discuss the evaluation process among yourselves outside of this forum.** Remember, you may score only what is contained in each proposal.

At the selection meeting you will have the opportunity to hear the opinions of all other committee members. They may have caught something significant that you missed, or vise versa. You may adjust preliminary scores at any time prior to finalizing them in ink and turning them in.

If you should have any questions, concerns, or outside contacts regarding this procurement to report, please contact me at SFAA/Office of State Procurement, (803) 737-0983.

OFFICE OF STATE PROCUREMENT (OSP) RFP

Panel "Briefing" Instructions to the Evaluation Panel

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You have been selected to provide input and guidance in the selection of a vendor to fulfill the needs of the State as set forth in the subject RFP. The OSP Procurement Officer reviewed the contractual language in each proposal received and you have received all those proposals that the State believes meet the contractual terms and conditions contained in the RFP. Your responsibility is to review, evaluate, and score each proposal.

- 1. <u>Conflict of Interest</u> See applicable form *Procurement Integrity Representations and Restrictions*.
- 2. Reviewing Proposals: The RFP listed the State's requirements for this procurement. Those requirements containing the words "must" or "shall" are considered mandatory. If you believe that an offeror's proposal fails to meet one of these requirements, notify the OSP procurement officer as soon as possible. The procurement officer will review your findings and notify the other evaluators. Any proposal not meeting a mandatory requirement must be eliminated from consideration. There may be other requirements listed in the RFP containing the words such as could, may, might, or should. These requirements are considered optional or desirable. If you do not understand an Offeror's response to a requirement, contact the OSP Procurement Officer and ask the Procurement Officer to seek clarification from the Offeror. The Procurement Officer will get the clarification for you and share that information with the other members of the evaluation committee. It is imperative that all evaluators have the same information concerning an Offeror's proposal. DO NOT contact the Offeror on your own! This could jeopardize the procurement.
- 3. <u>Independent Evaluation</u> Your responsibility is to provide an impartial, unbiased evaluation of each and every proposal according to the evaluation criteria contained in the RFP. You must arrive at your scores independently, without the influence of any other evaluator. The evaluation panel may meet for the purpose of discussions prior to finalizing scores and making an award. All scoring panel members must attend all meetings of the evaluation committee.
- **4**. **Rating Structure** The evaluation points for each award criteria are as indicated on the evaluation sheet.
- 5. <u>Price</u> -- If price was an initial evaluation criteria, the points for price will either be figured by the chairperson or his designee based on a formula supplied by the Office of State Procurement, or subjectively by the each evaluator, as instructed by the Procurement Officer.
- 6. <u>Score Sheets</u> -- Score sheets are to be completed and signed in ink by each panel member prior to turning them in to the chairperson. No comments or documentation of scoring should be on the score sheets.
- 7. <u>Documentation of Scoring</u> For each proposal, evaluators will provide a brief written explanation for the points awarded for each evaluation criteria. This explanation will be included in the Procurement Officer's file and subject to public review under the Freedom of Information Act. In the event of a protest, each member of the evaluation panel may be called upon to support their reasoning before the Chief Procurement Officer, the Procurement Review Panel, or in a Court of Law. Evaluators should not include working papers, notes, or extraneous comments with the evaluation information returned to the Procurement Officer.
- **8. Protest Hearing(s)** All decisions by this Evaluation Panel are subject to protest. Each member and/or the whole panel may be called upon to explain or defend their rating.
- 9. <u>Confidentiality</u> -- All information presented or reviewed and anything discussed during the entire evaluation process is considered confidential. You will be required to return all copies of the proposals to the OSP Procurement Officer upon completion of the evaluation. No discussions are allowed with anyone not part of this evaluation process (internal or external) until an award is made or finalized. See applicable form *Non-Disclosure Agreement—Procurement Information*.

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County of Richland) N	Ion-Disclosure Agreement – Proc	urement information
Solicitation Description: 5	400027563 1	UNARMED SECURITY SE	RVICES
Procurement Officer: Brya	anna McCain	ı	
evaluation, negotiations, sele acquisitions strictly comply v	ction proceedi	ngs, etc.) cannot be overemphasized ble provisions of the law and regu	related to procurements (proposals, proposal contents, ed. It is essential that all personnel associated with lation. For reasons which include the foregoing, it is e copy should be retained for your records.
subcontractors identified in a including without limitation, of Source Selection Information proposal) to enter into a procepublicly: (1) Proposed costs or selection plans, (3) technical information regarding which responses, proposals, or composated on a case-by-case detection of the procurement	an offeror's properties of responsible to the contract of the	oposal. • Procurement means all a equirements, solicitation and evaluation of the following information that is ruct, if that information has not been ed in response to an agency solicitations, (4) technical evaluations of projects, evaluations of source selection of the procurement officer that its distinformation relates. Source Selection	posals in response to the solicitation, including any aspects of the above referenced acquisition activity, tion of offers, and any communications with offerors. elated to or involved in the evaluation of an offer (i.e., previously made available to the public or disclosed on, or lists of those proposed costs or prices, (2) source posals, (5) cost or price evaluations of proposals, (6) eptible of being selected for award, (7) rankings of committees or evaluations panels, (9) other information aclosure would jeopardize the integrity or successful on Information includes any information regarding or tiations, and any exchanges with any offeror.
a written agreement regarding binding and enforceable. By s proposal or source selection in	restrictions on signing this agr formation you	the use and disclosure of proposals reement, you agree to abide by the f	sal to a person without first obtaining from that person. The law expressly provides that such agreements are ollowing restrictions on the use and disclosure of any In addition, you acknowledge that your failure to abide Regulation 19-445.2010(E)
of any proposals and any sou source selection information I officer all copies of proposals information, or the contents o not divulge, publish, or reveal to perform my official duties procurement officer, I will not will use source selection info assigned by the procurement of law may prohibit the public r indirectly, regarding this procure the communication to the procurement to the procurement to the procurement comes to my atternations.	rce selection in receive against and source set feither except by word, conductor is related to that reveal the nanomation, a proofficer and only release of some urement prior to curement officer. • cention, I will give	and a strain of that I receive. I will take the disclosure. Upon request by the election information in my possession to the extent necessary to facilitate fluct, or any other means any proposation is procurement as assigned by the mes of individuals providing reference posal, or the contents of either only in a manner consistent with the rule proposal information even after a to award, I agree to immediately repaired. Prior to award, I will forward in the proposal information or allegations we immediate notice of the relevant to	offerors or their identities. • I will maintain possession ke reasonable precautions to secure all proposals and procurement officer, I will deliver to the procurement on. • I will not reproduce a proposal, source selection my official duties related to this procurement. • I will all or source selection information, except as necessary procurement officer. • Except as authorized by the ce information about an offeror's past performance. • I for my official duties regarding this procurement as es of conduct stated herein. • I acknowledge that state ward. • If anyone communicates with me, directly or out the time, place, manner, content, and originator of d or refer all requests for information regarding the concerning improper or illegal conduct regarding a facts to the appropriate chief procurement officer.
	fficer immedia		nature. If I violate any of the above restrictions, I agree concerning the procurement pending receipt of the
Certification: I certify that I ha	ave read and ur	nderstand the above agreement. I agr	ee to the above terms.
Printed Name		Signature	Date

State of South Carolina)	
)	Procurement Integrity Representations and Restrictions
County of Richland)	

Solicitation Description: 5400027563 UNARMED SECURITY SERVICES

Procurement Officer: Bryanna McCain

List of Offerors:

• N/A

<u>Definitions</u>: • *Offeror* means any business that has submitted a bid or proposals regarding this procurement, including any subcontractors identified in an offeror's proposal. Please reference the above list of offerors. • *Procurement* means all aspects of the above referenced acquisition activity, including without limitation, description of requirements, solicitation of offers, evaluation of offers, and any communications with offerors.

<u>Representations</u>: To the best of my knowledge, and except as otherwise noted (see "Exceptions" heading below), I make the following representations by signing this agreement.

Personal Conflicts of Interest / Ethics Act: • I have no conflicts of interest regarding this procurement. In determining whether any conflict of interest exists, I have considered all of the following factors that might place me in a position of conflict, actual or apparent, with my official responsibilities regarding this procurement: (a) my relationship with all offerors, including their named subcontractors, (b) my stocks, bonds, and other financial interests or commitments; (c) my employment and business arrangements (past, present, and under consideration); and (d) to the extent known by me, the financial interests and employment and business arrangements of members of my family. • I, my spouse, and my dependent children do not have any direct or indirect financial interest or any other beneficial interest (e.g., beneficiary of a trust) in any offeror. (Do not consider indirect interests resulting from participation in a defined benefit plan or from ownership of a mutual fund or exchange traded fund.) • I am not related to anyone, by blood or by marriage, who is employed by an offeror on this procurement. • I have not solicited or accepted, directly or indirectly, any promise of future employment or business opportunity from an officer, employee, representative, agent, or consultant of any offeror for the twelve months prior to or during the procurement process. • I have not, directly or indirectly, sought, received, or agreed to receive anything from any officer, employee, representative, agent, or consultant of any offeror. • I am not aware of any circumstances which would (a) impair my exercise of independent judgment or my impartiality with respect to my duties in support of the above cited acquisition, or (b) prevent me from evaluating any proposals submitted solely on their merits and in accordance with the evaluation criteria. I have not received any guidance or instructions, directly or indirectly, regarding which offeror should be favorably evaluated, and except for those provided by the procurement officer, any instructions regarding how to evaluate the proposals. • I am not aware of anyone under my supervision or in my chain of command having a conflict of interest regarding this procurement.

Organizational Conflict of Interest / Unfair Competitive Advantage: • I am not aware of any offeror having provided or having been provided information, directly or indirectly, that would provide them an unfair competitive advantage. • I am not aware of any offeror that, should it receive the award, would have conflicting roles that might bias its exercise of judgment in performing its contractual obligations. • I have no information that would suggest that an offeror, directly or indirectly, has provided to any other offeror information regarding its pricing, the factors used to calculate its prices, or its intention to submit an offer. • I am not aware of any offeror (including its principals and affiliates) making a donation, directly or indirectly, to the using agency during the eighteen months prior to issuance of the solicitation.

<u>Integrity Obligations / Rules of Conduct</u>: • I acknowledge that my participation in this procurement may be subject to intense scrutiny and that my misrepresentation or failure to abide by the applicable rules of conduct could irreparably

damage the integrity of this procurement. By signing this agreement, I agree to abide by the following rules of conduct until an award or notification of intent to award has been issued by the procurement officer: • I agree to conduct myself in such a way as not to adversely affect the confidence of the public or competing offerors in this procurement process. • I agree to avoid any action that could result in the appearance that I lack independence or impartiality. • I agree not to engage in any activity, or enter into any financial transaction, that involves or appears to involve the direct or indirect use of "inside information" to further a private gain for myself or others. • I agree to comply with applicable provisions of Title 8, Chapter 13 of the South Carolina Code of Laws, known as the State Ethics Act. If the State Ethics Act requires me to furnish or file a statement or form that has any bearing on this acquisition process, I agree to immediately provide the procurement officer with a copy. [• If you are not a public official, public member, or public employee (as defined by the State Ethics Act) and you are participating in this evaluation pursuant to a contract with the State, (a) you affirm that your employer does not have any direct or indirect financial interest or any other beneficial interest in any offeror, and (b) you agree to file a statement as required by Section 8-13-1150 and to simultaneously provide a copy to the procurement officer.]

<u>Continuing Obligation</u>: My representations and obligations under this agreement are of a continuing nature. If subsequent events cause any change to the representations made above, create an actual or apparent conflict of interest, or create a violation of any rule of conduct contained in this agreement, I agree to inform the procurement officer promptly and to take no further action concerning the procurement pending receipt of the procurement officer's instructions.

Exceptions:
Check this box if you take any exceptions to any of the above representations. Please provide a thorough explanation of any exceptions on a separate sheet of paper, sign each page, and provide them to the procurement officer with this form. In the event that you note any exceptions, the procurement officer will advise you whether you may still participate in this procurement process.

<u>Certification</u> : I certify that I have read and understand the above. I further certify that the representations and statement made herein (or attached) are true and correct. I agree to the above terms.			
Printed Name	Signature	Date	

EVALUATOR SCORE SHEET

UNARMED SECURITY SERVICES BVB # 5400027563

Evaluator's Name: (Please Print)	Evaluator's Number: (OSP will assign)	
Offeror's Name: (Please Print)		
EVALUATION CRITERIA:	POINTS ALLOWED	POINTS AWARDED
1. TECHNICAL PROPOSAL	20	
Completed Cover Letter		
Provide a technical narrative that outlines in detail, in addition to specific requirements above, how you plan to deliver on the requirements outlined in Section III including a staffing plan.		
2. QUALIFICATIONS & EXPERIENCE Provide a detail plan for qualifications and experience of personnel include an affiliations or applicable certifications Provide details on past experience for contracts held of similar scope to the (This is NOT references, but details showing capabilities to perform similar.)	his contract.	tract)
Possible Po	oints 40	
TOTAL POINTS	S AWARDED	
Evaluator's Signature:	Date:	

EVALUATOR EXPLANATION SUMMARY

UNARMED SECURITY SERVICES BVB # 5400027563

Evaluator's Name: (Please Print)	Evaluator's Number: (OSP will assign)
Offeror's Name: (Please Print)	
In an effort to support my evaluation of this BVB, I hereby provide a brief explacriteria.	nation for each score given to each evaluation
1. TECHNICAL PROPOSAL	
2. QUALIFICATIONS AND EXPERIENCE	
NOTE: If needed, please provide additional pages to support your explanation.	
Evaluator's Signature:	Date