

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

COMMITTEE MEMBERS MUST REVIEW THE GUIDELINES STIPULATED ON THE EVALUATION PANEL 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. Please do not write in any of the proposals.

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 vice 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

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. **Conflict of Interest** – 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. **Independent Evaluation** – 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. **Price** -- 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. **Score Sheets** -- 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. **Documentation of Scoring** – 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. **Confidentiality** -- 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*.

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.]

Continuing Obligation: 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.

Certification: I certify that I have read and understand the above. I further certify that the representations and statements 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
<p>1. TECHNICAL PROPOSAL</p> <p>Completed Cover Letter</p> <p>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.</p>	20	_____
<p>2. QUALIFICATIONS & EXPERIENCE</p> <p>Provide a detail plan for qualifications and experience of personnel including an affiliations or applicable certifications</p> <p>Provide details on past experience for contracts held of similar scope to this contract. <i>(This is NOT references, but details showing capabilities to perform similar size and scope of contract)</i></p>	20	_____
	Possible Points 40	
	<u>TOTAL POINTS AWARDED</u>	_____

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 explanation for each score given to each evaluation criteria.

1. TECHNICAL PROPOSAL

2. QUALIFICATIONS AND EXPERIENCE

NOTE: If needed, please provide additional pages to support your explanation.

Evaluator's Signature: _____ Date: _____