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## REQUEST FOR PROJECT PROPOSAL PROCEDURES

Pursuant to the Hawaii Administrative Rules (HAR) Section 3-122 Subchapter 6 *Competitive Sealed Proposals*, the following procedures shall immediately apply to all Requests for Proposals (RFPs).

- 1) Upon the opening of the RFPs, ASO/Contracts will send copies of the proposals along with scoring sheets to the members of the selection committee with a deadline in which to respond.
- 2) The selection committee members, after independently completing the evaluation shall return the scoring sheets to ASO/C.
- 3) ASO/C will tabulate all scoring sheets and send a memo with the ranking of the top five (5) bidders to each selection committee member.
- 4) Selection committee members will then meet with ASO/C to determine whether the number 1 offer is clear and responsive enough so that an award can be made on the proposal as submitted.
- 5) If the selection committee determines that an award cannot be made on the proposal submitted by the number one ranked company, then ASO/C will send letters to the top five (5) bidders indicating that they are one of the finalists and that the selection committee would like to meet with them.
- 6) Each selection committee member will submit to ASO/C a list of questions regarding each of the (top 5) proposals. These questions will be provided to the bidders at the meeting in written form. Questions shall be answered during the meeting and incorporated into the Best and Final Offer.
- 7) The top 5 bidders will be given a deadline for submittals of their Best and Final Offers to the ASO/C office. If a company opts not to submit a Best and Final Offer, we will hold their original proposal as the final offer and will base selection on the score they received on their original proposal.
- 8) The selection committee will be sent a final package with all Best and Final Offers for evaluation.
- 9) Based upon the evaluation by the selection committee on the Best and Final offers, a new ranking will be determined and an offer will be made to the number one ranked bidder.

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