

# EL DORADO COUNTY FIRE SAFE COUNCIL

## Article V. Procurement System: Policy, Procedures and Records

**Section 5.01** It is the policy of the El Dorado County Fire Safe Council to encourage competition that ensures an open and impartial selection process. A competitive selection is the process for notifying prospective proposers, through a Request for Proposal (RFP), that the EDCFSC is accepting proposals to procure supplies or services.

- (a) Contracts for all grant funded projects/positions equal to or greater than \$25,000 per year will be solicited via the Request for Proposal (RFP) process. Exceptions may include the following:
  - 1) Unique requirements for the project/position that would limit the qualified bidders and require use of sole source policy as defined in 48CFR, Ch 1, Part 6.
  - 2) A contract under a continuing multi-year grant need not be rebid each year.
  - 3) Projects or positions funded by multiple grants.
- (b) The EDCFSC will receive and review all proposals resulting from an RFP and determine responsiveness and responsibility. Only proposals deemed responsive will be considered for further evaluation or award. The EDCFSC will provide evaluations packets to an evaluation panel and will facilitate the evaluation panel meeting.
  - 1) The evaluation panel will consist of at least one EDCFSC Executive Board Member, the Executive Coordinator, the project manager / coordinator and at least two members of the involved Associate Council/Affiliate group.

**Section 5.02** Competitive procurements, bid solicitations, cost and price analysis, vendor/contractor selection process.

- (a) Vendor selection will be based on the following criterion.
  - 1) Firm/individual history, references and background
  - 2) Capacity of the contractor to conduct the Scope of Work
  - 3) Cost estimate, including total cost, cost per acre rate, break down by different tasks
  - 4) List of references and former clients
  - 5) Any appropriate affirmative action information
  - 6) Proof of general liability and accidental fire insurance (minimum coverage \$2 million)
  - 7) Proof of California Contractor's License if appropriate.
  - 8) Preference may be given to contractors within the EDCFSC Area (El Dorado County).
  - 9) All vendor applicants will be checked against the Excluded Parties List. Any vendor listed on the Excluded Parties List will not be considered for award.

### Section 5.03 Compliance with national policy requirements

- (a) All contracts and agreements will be in compliance with the nondiscrimination provisions contained in Titles VI and VII of the Civil Rights Act of 1964, as amended; the Civil Rights Restoration Act of 1987 (Public Law 100-259); and other nondiscrimination statutes: namely, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and American's With Disabilities Act of 1990.
- (b) Nondiscrimination Notice

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The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, marital status, family status, status as a parent (in education and training programs and activities), because all or part of an individual's income is derived from any public assistance program, or retaliation. (Not all prohibited bases apply to all programs or activities.)

If you require this information in alternative format (Braille, large print, audiotape, etc.), contact the USDA's TARGET Center at (202) 720-2600 (Voice or TDD).

**Section 5.04** The El Dorado County Fire Safe Council shall maintain and make available to the California Fire Safe Council or other funding agency the following:

- (a) Purchasing manual containing the following:
  - 1) Written standards of conduct
  - 2) Description of efforts to use small and minority-owned business
  - 3) Document timing and location of RFP public notices including website postings.

**Section 5.05 Contract Administration: Contractor performance monitoring process**

- (a) The EC and/or Treasurer will work closely with the project manager and Associate Council Reps to ensure cost, schedule and performance are on track and validate satisfactory work completion prior to progress payments authorization.