

<b>Title:</b>		<b>Contents:</b>	<b>M-1800</b>
<b>COMPETITIVE NEGOTIATIONS</b>		<b>Submitted By:</b>	<b>Purchasing Division</b>
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**Competitive Negotiations**

Competitive negotiations, through a solicitation process known as a “Request for Proposal (RFP),” are used when the County's requirements are defined, but the means or methods to meet the objectives cannot be clearly established. Typically, this occurs in cases where outside expertise in the area of services or technical solutions are necessary, and generally when factors other than price are considered in the award. The RFP process requires a contractor to prepare a written proposal that explains in detail how he/she plans to meet the County's requirement. Innovative ideas and techniques that the contractor feels may benefit the County may be included in the proposal. An award made under this type of solicitation is generally based on a variety of factors including contractor references, technical superiority, overall cost effectiveness, etc.

**Two Step Process**

A two-step process may be used to pre-qualify contractors and/or solutions. This may be used to minimize costs to potential bidders and to meet the County's needs for a complex acquisition. The first step in the process is to ensure that vendors meet the minimum qualifications and demonstrate the knowledge and capability to accomplish the County's requirement(s). The second step is the evaluation and award process, which may include formal interviews and demonstrations with the selected participants.