

**Request For Proposal Due Diligence for Arizona Schools**

**Cooperative: U.S. Communities Government Purchasing Alliance**

**Contract No. : Contract #38851**

**Vendor(s) Name: Language Select**

Question	Compliance
For this contracts test that were made through competitive sealed proposals, did the cooperative:	
1) Determine, with the specific reason(s) in writing that the use of competitive sealed bids was either not practicable or advantageous to the cooperative’s members for specified types of materials or services (R7-2-1041)?	See Section 7.2 on Page 21 of the Request For Proposals (“RFP”) (Attachment A). In the evaluation of proposals other factors besides price were considered.
2) Determine, with the specific reason(s) in writing that the use of competitive sealed bids was either not practicable or advantageous to the cooperative’s members because it was necessary to:	
(a) Use a contract other than a fixed-price type	N/A. This is a fixed-price contract.
(b) Conduct oral or written discussions with offerors concerning technical and price aspects of their proposals	See Section VIII on Page 23 of the RFP.
(c) Afford offerors an opportunity to revise their proposals	See Section VIII on Page 23 of the RFP. The City may enter into negotiations with the offeror.
(d) Compare the different price, quality, and contractual factors of the proposals submitted	See Section 7.2 on Page 21 of the RFP.
(e) Award a contract in which price was not the determining factor	See Section 7.2 on Page 21 of the RFP.
3) Maintain documentation that supported the basis for the determinations in (1) and (2) above?	See Section 7.2 on Page 21 of the RFP. Competitive scoring summaries held by Lead Public Agency.
4) Include all applicable factors in the request for proposals required by R7-2-1024(B) and R7-2-1042(A), including	
(a) The type of services required and a description of the work involved, including the estimated volume of purchases for the cooperative’s members	For Products and Services, see Section 2 on Page 27 of the RFP. For estimated volume, see Page 6 of the RFP.
(b) Delivery and performance schedule	See Section 2 on Page 27 of the RFP.
(c) Inspection and acceptance requirements	N/A.
(d) The type of contract to be used	This is an RFP.
(e) Contract terms and conditions	Provided throughout the RFP.
(f) The estimated duration that services will be required	See Section 4.2 on Page 9 of the RFP.
(g) That cost or pricing data is required	See Section 7.3 Tab 1 on Page 18 of the RFP.
(h) That offerors may designate portions of the proposals as proprietary	See Section 5.5 on Page 11 of the RFP.
(i) That discussions may be conducted	See Section VIII on Page 23 of the RFP. The City may enter into negotiations with the offeror.
(j) The minimum information that the proposal shall contain	See Section VII on Page 20 of the RFP.
(k) The closing date and time of proposal receipt	See Section 5.2 on Page 11 the RFP.

## PROCUREMENT COMPLIANCE QUESTIONNAIRE

(l) Address where proposals are to be sent	See second page of the RFP.
(m) Time and date of proposal opening	See Procurement Timetable on page 11 of the RFP.
(n) Notice that all proposals will be available for public inspection after contract award	See Section 5.5 on Page 11 of the RFP.
(o) The relative importance of price and other evaluation factors	See Section 7.2 on Page 21 of the RFP.
(p) Bonding and warranty requirements	N/A.
(q) The name of the cooperative representative	See Page 1 of the RFP – U.S. Communities.
(r) The special requirements if procuring information or telecommunications systems, or earth moving, material-handling, road maintenance, or construction equipment	N/A
5. Give adequate notice of the request for proposals as required by R7-2-1042	See Posting Documents (Attachment D)
6. Compile and maintain a list of prospective bidders in accordance with R7-2-1023?	See Prospective Bidder List (Attachment B)
7. Issue the request for proposals at least 14 days before the closing date and time for receipt of proposals unless a shorter time was determined necessary [R7-2-1042(B)]?	See Procurement Timetable on page 11 of the RFP
8. Stamp sealed proposals with the time and date upon receipt and store proposals unopened until the closing date and time for receipt of proposals R7-2-1045?	See Letter from Lead Public Agency (Attachment C)
9. Award the contract to the offeror whose proposal was determined in writing to be most advantageous to the cooperative's members based on the factors set forth in the request for proposals and in accordance with the other provisions of R7-2-1050?	Competitive scoring summary held by Lead Public Agency.
10. Maintain documentation that supported the basis for that determination?	See Section 7.2 on Page 21 of the RFP. Competitive scoring summary held by Lead Public Agency.
11. If a multiple award <sup>1</sup> was made, determine, with the specific reason(s) in writing, that a single award was not advantageous to the cooperative's members?	N/A.
12. Maintain the documentation that supported the basis for a multiple award?	Single Award.
13. Limit contract awards to the least number of suppliers necessary to meet the requirements of the members?	Single Award.
14. For contracts where only one responsive proposal was received, determine that the price submitted was fair and reasonable, and that either other prospective bidders had reasonable opportunity to respond or there was not adequate time for resolicitation?	N/A – Multiple vendors responded to the proposal.
15. Maintain documentation that supported the basis for that determination?	N/A
16. If the cooperative used construction-manager-at-risk, design-build, or job-order-contracting to procure construction services, did the cooperative comply with the requirements of Title 41, Chapter 23 [until the Arizona State Board of Education (ASBE) adopts rules for these procurements, after which the cooperative should comply with those rules]?	N/A

**PROCUREMENT COMPLIANCE QUESTIONNAIRE**

17. If the cooperative used qualified select bidders list to procure construction services, did the cooperative receive approval from the School Facilities Board (until ASBE adopts rules for the use of a list, after which the cooperative should comply with those rules)?	N/A
18. If the cooperative procured goods and information services using electronic, on-line bidding, did the cooperative comply with the requirements of Title 41, Chapter 23, Article 13 and the rules adopted by the Department of Administration in implementing that article (until the ASBE adopts rules for these procurements, after which the cooperative should comply with those rules)?	N/A
19. For purchases made through the Simplified School Construction Procurement Program (R7-2-1033), did the cooperative:	
1) Ensure that construction costs did not exceed the maximum amount specified in A.R.S. §15-213(A)(2)?	N/A
2) Submit solicitations to bid and all other information related to the project to all vendors included in a list maintained by the CSS?	N/A
3) Open the bids at a public opening?	N/A
4) Keep the bids confidential until the public opening?	N/A
5) Encourage competition to the maximum extent possible?	N/A
20. Did the cooperative prevent additional purchases by new members that would materially change the volume of goods or services estimated in the original invitation for bids/request for proposals?	No

Because of considerations on these pages, it is in the best interest of the District and beneficial to use a cooperative contract rather than issuing one with our staff. All relevant factors above were taken into consideration in order to make this decision. It was determined that the contract is in substantial compliance and approval to use is recommended.

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Signature of District Employee

\_\_\_\_\_  
Buyer

\_\_\_\_\_  
Signature of District Employee

\_\_\_\_\_  
Director of Purchasing