

City of St. Louis, MO
Treasurer's Office



Requests for Proposal Policy

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Treasurer

1) **PURPOSE**

In the interests of encouraging transparency and good government, the City of St. Louis Treasurer's Office establishes a requirement that certain goods and services cannot be purchased without a competitive request for proposal process as set forth in this policy ("RFP Policy"). This policy seeks to allow the Treasurer's Office to acquire quality goods and services for the benefit of the City and its taxpayers.

2) **SCOPE OF REQUESTS FOR PROPOSAL POLICY**

This policy applies to supplies, contractual, and professional services, including services requiring specialized knowledge, skill, or technical expertise that will exceed \$25,000. Contractual services and supplies that costs between \$5,000 and \$24,999 may still be subject to the competitive bidding requirements set forth in the Purchases and/or Services for \$5,000 or More Policy attached as Exhibit A.

3) **CONTRACTUAL SERVICES AND SUPPLIES**

a) **Scope.** Unless otherwise required by federal or state law, the following competitive bidding request for proposals policy must be utilized for the acquisition of contractual services and supplies in excess of \$25,000.

b) **Selection Committee.** The director of the department responsible for managing the services sought in the RFP should assemble a selection committee prior to issuance or upon request by the Executive Team. The Selection Committee shall consist of at least three voting members, preferably with knowledge and experience relevant to the RFP.

c) **Evaluation Criteria.** The director of the department responsible for managing the services sought in the RFP shall establish a uniform scoring system, placing an emphasis price, but may also consider, ability; capacity or skill of the proposer to provide the required services; the quality of performance of previous contracts or goods; MBE/WBE participation; and the ability of the proposer to meet time requirements. The RFP administrator may select the lowest proposed bid. If an RFP administrator selects a proposer that does not have the lowest bid, they must submit a written explanation for their recommendation based upon the other criteria provided in the RFP. The Chief of Staff and Chief Financial Officer both must approve all requests to select a proposer that does not have the lowest bid.

4) **PROFESSIONAL SERVICES**

a) **Scope.** Unless otherwise required by federal or state law, the following competitive bidding request for proposals policy must be utilized for the acquisition of professional services in excess of \$25,000. Professional services include, but are not limited to consultants, accountants, financial advisors, asset managers, and engineers.

- b) **Selection Committee.** The director of the department responsible for managing the services sought in the RFP shall assemble a selection committee prior to issuance. The evaluation committee should include at least three people, who shall consist of Executive Team Members or office employees with specialized knowledge related to the RFP.
- c) **Evaluation Criteria.** The RFP Selection Committee shall establish a uniform scoring system, which may consider: price; ability; capacity or skill of the proposer to provide the required services; the quality of performance of previous contracts or services; MBE/WBE participation; and the ability of the proposer to meet time requirements. The Selection Committee shall tabulate the scores of the voting members and base their recommendation on the proposer with the highest cumulative score.

5) **POSTING REQUIREMENTS**

The RFP shall identify the services sought, including the scope of the project, the specific factors that will be used in evaluating proposals; and the date and time by which proposals must be received. The RFP shall be posted on the Treasurer's website for at least fifteen (15) business days and by any other methods to obtain the greatest number of qualified responses from qualified providers of the services requested. Additionally, the RFP shall be published in one newspaper in the City with a circulation of at least five-hundred (500) copies per issue for at least fifteen business days.

The RFP administrator or Selection Committee may also send out invitations to vendors that provide services described in the request for proposals that have previously bid on similar services. Such invitations should include a link to the RFP on the Treasurer's website. No Treasurer's Office employee or agent may provide a vendor with a copy of an RFP prior to publication on the Treasurer's website.

6) **RECORDKEEPING**

The Selection Committee shall prepare minutes from their meetings to reflect the date, time, and important deliberations from such meetings. The Selection Committee shall also retain meeting minutes, score sheets, and other pertinent documents and forward them to the Treasurer's Office Custodian of Records.

7) **ETHICS AND CONFLICTS OF INTEREST**

The Treasurer's RFP Policy shall be designed and managed with a level of professionalism worthy of the public trust. Any Treasurer's Office employees involved in the RFP process are prohibited from any conflicts of interests with proposers. The Treasurer's Office Handbook also prohibits and defines conflicts of interests.

8) **EXCEPTIONS**

- a) **Sole Source Contracts.**

A contract may be awarded for supplies or services without competitive bidding when the RFP administrator determines in writing that there is only one (1) source for the required supplies or services. The following circumstances could necessitate sole-source purchase:

- 1) Where the compatibility of equipment, accessories, or replacement parts is the paramount consideration.
- 2) Where a sole supplier's item is needed for trial use or testing.
- 3) Where a sole supplier's item is to be purchased for resale.
- 4) Where a public utility services are to be purchased.
- 5) Where service must be obtained from the original equipment contractor in order to maintain equipment operation.

All sole source contracts must be approved by the Chief Financial Officer and the Chief of Staff prior to execution. The written explanation for the circumstances justifying a sole source contract should also be forwarded to the Fiscal Department.

b) Emergency Purchases.

In case of an emergency requiring immediate purchase of supplies or services, a department head, with approval from the Chief Fiscal Officer and Chief of Staff, may forgo the RFP policy. For purchasing purposes, an emergency is defined as an unforeseen situation which there is a breakdown of Treasurer's Office service and an urgent need exists to restore such service, in order to avoid serious and adverse consequences affecting the life, health, welfare, or property of the City of St. Louis. The department head responsible for an emergency purchase must provide a written explanation for such purchase and provide this copy to Fiscal. Even if an emergency purchase is justified, the department head should still seek at least three bids if possible.

c) Existing State or City Contracts.

Bidding and request for proposal requirements shall not apply to purchases made through or with the State of Missouri, City of St. Louis Supply Division, or any governmental agency that operates a cooperative procurement program and allows the Treasurer's Office to purchase supplies or services that have previously been competitively purchased or negotiated.

d) Pre-Existing Contracts and Services.

This policy does not apply to renewal payments, on-going maintenance contracts, and other contracts requiring annual renewal after initial approval by the Treasurer's Office.

e) Legal Services

Due to the sensitive nature of litigation, legal work is exempt from this policy. Treasurer's Office staff may request proposals for legal work should time and circumstances allow.

Legal services

f) Underwriting Services

The Treasurer's Office may forgo a request for proposal for underwriting services if they utilize a firm previously selected to participate in an underwriting pool based upon a competitive request for qualifications.