



3323

Evaluation of Bids and Requests for Proposals

Policy 3323

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Effective Date: 02/10/2010

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I. PURPOSE

The purpose of this policy is to establish the rules for evaluating bids and proposals received by the District in answer to requests for bids or proposals for contracts with the District for provision of goods, materials or services.

II. GENERAL STATEMENT OF POLICY

- A. The Superintendent or designee shall thoroughly evaluate each bid or response to a request for proposal received by the District to determine which bid or proposal should be accepted.
- B. Bids and Proposals shall be evaluated with the assistance of the affected department or area.
- C. Bids and Proposals shall be evaluated for compliance with specifications stated by the Superintendent, or Superintendent's designee.
- D. The Superintendent may accept or reject any or all parts of bids or proposals. The best interests of the District shall be the primary evaluation tool for acceptance or rejection of the bid, proposal or any part thereof.
- E. In the event that all bids or proposals are tied as to compliance with specifications and cost to the District, the tie shall be broken by the following considerations in the stated order:
 1. Vendors or providers that are Minneapolis based shall be given first priority.
 2. Minneapolis based vendors or providers that are minority or female owned shall have second priority.
 3. If all submitters satisfy both or neither of the previous criteria, the tie shall be broken by lot.

III. RESPONSIBILITY

The Superintendent is authorized to promulgate regulations to implement this policy.



Legal References:

Minn. Stat. § 123B.20 (Dealing in School Supplies)

Minn. Stat. § 123B.52 (Contracts)

Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)

Cross References:

MPS Policy 3000 (Code of Ethics)

MPS Policy 3312 (Bidding Procedures)

MPS Policy 3313 (Vendor Relations)