

#### **R4.12.040.12 Receipt and Registration of Proposals.**

Proposals shall not be opened publicly but shall be opened in the presence of two or more employees of the Division of Purchases. Proposals and modifications shall be time-stamped upon receipt and held in a secure place until the established due date. After the date established for receipt of proposals, a Register of Proposals shall be prepared which shall include for all proposals the name of each offeror, the number of modifications received, if any, and a description sufficient to identify the supply, service, or construction item offered. The Register of Proposals shall be open to public inspection only after award of the contract. Prior to award, Proposals-proposals and modifications shall be shown only to Metro personnel having a legitimate interest in them ~~prior to award~~ and other individuals with expertise in the subject matter of the procurement as determined by the Purchasing Agent.

#### **R4.12.040.13 Evaluation of Proposals.**

R4.12.040.13.1 Evaluation Factors in the Request for Proposals. The Request for Proposals shall state all of the evaluation factors, including price, ability to provide services at designated locations, and their relative importance.

R4.12.040.13.2 Evaluation. The evaluation shall be based on the evaluation factors set forth in the Request for Proposals. Numerical rating systems may be used but are not required. Factors not specified in the Request for Proposals shall not be considered. The Purchasing Agent may appoint individuals to an evaluation committee who possess expertise in the subject matter of the procurement to provide award recommendations to the Purchasing Agent.

R4.12.040.13.3 Classifying Proposals. For the purpose of conducting discussions under Section R4.12.040.14 (Proposal discussions with Individual Offerors), proposals shall be initially classified as:

- a) acceptable;
- b) potentially acceptable, that is, reasonably susceptible of being made acceptable; or
- c) unacceptable.

Offerors whose proposals are unacceptable shall be so notified promptly.