

**Multi-Step Bid**

**No. GPA-048-09**

**PERFORMANCE MANAGEMENT CONTRACT**  
**FOR THE**  
**GUAM POWER AUTHORITY**  
**FUEL BULK STORAGE FACILITY AND PIPELINES**



**Volume IV**

**Proposal Scoring Mechanism**

**JULY 2009**

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## **1. Introduction**

### **1.1 Overview**

GPA will use the Proposal Scoring Procedures described in this volume of the Invitation for Bid (IFB) to qualify BIDDERS for the participation in the final bid stage. The Proposal Scoring Procedures provide the BIDDERS the opportunity to highlight their qualifications to bid in terms of their resources, skills, operating philosophy and commitments to perform specific tasks and originality.

The IFB proposal evaluation shall be based on such specifications and based on the relative ranking of each BIDDER's qualifications, financial information, fixed management fees, staffing proposal, O&M spending budget and performance guarantees.

### **1.2 Proposal Scoring Worksheets**

PROPOSERS shall complete the following:

- Qualitative Proposal Scoring.xls.
- Priced Proposal Evaluation.xls

Note that the BIDDER must state their agreement to meet GPA's Fuel Measurement Variance Target of 0.25%, and that a copy of the BIDDER's insurance policy is provided for GPA's review.

## **2. Step 1: Qualitative Proposal Scoring**

### **2.1 Overview**

The qualitative proposal scoring is designed to assess the quality of the BIDDER's resources, skills, comprehensiveness and responses to open-ended topical questions. Each GPA evaluator shall score each BIDDER separately under a point system to determine the acceptability of each Proposal. This point system is used as a guide in assessing the quality of the bidder based on the checklist requirements given by GPA and the qualitative proposal package submitted by the bidder. The majority of the determinations of GPA evaluators shall prevail in the decision to Qualify or not Qualify a BIDDER for Step 2 — Price Proposal.

### **2.2 Qualitative Proposal Scoring Procedure**

The instructions for filling out the Qualitative Proposal Scoring Workbook are listed in the **Proposal Instructions** tab in the Workbook. The BIDDER must complete all entries in the **Part 1- Qual Support References** tabs of the Workbook.

GPA may elect to have up to five (5) evaluators for this IFB.

Each GPA evaluator will score BIDDER responses in the **Part 1- Qual Support References** Worksheet Tab using the following steps in filling out the Part 2 – Qual Eval Scoresheet tab:

- Review each BIDDER's response to each question;
- Assign a relative score to each BIDDER's response to each question;
- Determine each BIDDER's weighted average raw score using pre-specified weights for each question.

The Total Qualitative Score is 720 points. The Qualitative Proposal Scoring process is used as a guide in determining the quality of the requirements submitted by the BIDDER.

Each GPA evaluator will analyze the contents of the Proposals and categorize the Proposals as:

- a. Acceptable  $\geq 80\%$
- b.  $80\% >$  potentially acceptable, that is reasonably susceptible of being made acceptable  $\geq 75\%$
- c. unacceptable  $< 75\%$ .

A percent score of less than 75% indicates that a GPA evaluator has determined that the BIDDER has not supplied sufficient evidence of qualifications and should not be allowed to participate in Step 2 – Price Proposal.

After each GPA evaluator has completed the evaluation of BIDDERS, GPA shall complete the Table below. The Procurement Officer will enter for each GPA evaluator and BIDDER one and only one of the following in the appropriate table cell below:

- Acceptable
- Potentially Acceptable
- Unacceptable.

If the majority of the GPA evaluators rate the BIDDER as Acceptable, that BIDDER is determined to be Qualified and will be allowed to participate in Step 2– Price Proposal.

The Procurement Officer may initiate Step Two if there are sufficient acceptable Unpriced Technical Proposals to assure effective price competition in the second phase without technical discussions. If the Procurement Officer finds that such is not the case, the Procurement Officer shall issue an amendment to this Invitation for Bid or engage in technical discussions with BIDDERS who are rated by a majority of the GPA evaluators as Acceptable or Potentially Acceptable. During the course of such discussions, the Procurement officer shall not disclose any information derived from one Unpriced Technical Proposal to any other BIDDER. Once discussions are begun, any BIDDER, who has been notified that its Offer has been finally found acceptable, may submit supplemental information amending its technical Offer at any time. Such submission may be made at the request of the Procurement Officer or upon the BIDDER's own initiative.

BIDDERS who are rated by the majority of the GPA evaluators as Unacceptable is determined to be Not Qualified and will not be allowed to participate in Step 2– Price Proposal.

The Procurement Officer shall record in writing the basis for finding a Bidder Not Qualified and make it part of the procurement file.

Table 1. Final Evaluation of Bidder Qualification

GPA Evaluator	BIDDER 1	BIDDER 2	BIDDER 3	BIDDER 4	BIDDER 5	BIDDER 6
1						
2						
3						
4						
5						

### 3. Step 2: Priced Proposal

#### **Fixed Management Fee, GRSL and Insurance Expenses, O&M Spending Budget for Fuel Bulk Storage Facility, and O&M Spending Budget for Pipelines.**

This step is for the evaluation of the BIDDER's proposed Fixed Management Fee, GRSL and Insurance Expenses, O&M Spending Budget for Fuel Bulk Storage Facility, and O&M Spending Budget for Pipelines.

GPA shall score each Qualified BIDDER's Fixed Management Fees, GRSL and Insurance Expenses, Proposed O&M Spending Budget for Fuel Bulk Storage Facility and Proposed Spending Budget for Pipelines by:

- Evaluating the Net Present Value (NPV) to GPA for each BIDDER's proposed Fixed Management Fees and GRSL and Insurance Expenses
- Evaluating the Net Present Value (NPV) to GPA for each BIDDER's proposed O&M Spending Budget for Fuel Bulk Storage Facility and O&M Spending Budget for Pipelines

GPA will perform its Net Present Value evaluation by entering the BIDDER's proposal for **Fixed Management Fee, GRSL and Insurance Fees, O&M Spending Budget for Fuel Bulk Storage Facility and O&M Spending Budget for Pipelines** as found in the MS EXCEL workbook **Priced Proposal Evaluation.xls**.

GPA will award the PMC Contract to the BIDDER whose proposal yields the best Net Present Value by having the lowest Net Present Value.