

MEMO

Date

TO: Executive Director
FROM: Project Manager
SUBJECT: Subject

1. Introduction

This memorandum contains the *Insert Name Of Project* Selection Committee's recommendation for the selection of a contractor for *Insert Description Of Project*.

Copies of the RFP, legal notices, the proposal from the recommended consultant, sample evaluation form, and scoring/ranking of contractors are attached for your review. The Selection Committee's recommendation is (*state whether vote was unanimous or identify split of approval*) and is in full compliance with Shasta Regional Transportation Agency's policies and procedures for the procurement of such services.

The Selection Committee seeks your approval of its recommendation and authorization for staff to proceed with notification of the selected contractor and contract execution.

2. Background

[Include the dollar amount authorized for the project.]

3. Procurement and Selection Process

Include the following information:

- date RFP was sent out
- methods of publication of RFP
- whether a pre-proposal meeting was held and if so, where and when it was held
- deadline for submitting proposals
- selection process used

- names and titles of individuals on selection committee
- number of proposals received and names of the contractors
- name of and names of contractors interviewed
- ranking of each proposal and dollar amount of bid in each proposal

4. Statement of Necessity and Lease Versus Purchase Analysis

The sender of this Recommendation Memo asserts that the amount of property or services being procured does not exceed SRTA's current and reasonably expected needs. To the best of the sender's knowledge, this procurement does not include property or services that are duplicative or that are unlikely to be used. If this procurement concerns the procurement of equipment, supplies, or real property, the sender of this memo has analyzed the economic advantages and disadvantages of leasing versus purchasing and has concluded that [insert "leasing" or "purchasing"] is the best value for SRTA.

5. Responsibility Determination

The sender of this Recommendation Memo, with the assistance of the Chief Fiscal Officer has concluded that the selected consultant/contractor is responsible based on the following findings regarding the consultant/contractor:

- Has a satisfactory record of integrity and business ethics;
- Has not been debarred or suspended from Federal programs and is not listed on the Excluded Parties List System at <http://www.sam.gov>;
- Is in compliance with Disadvantaged Business Enterprise requirements;
- Has the necessary organization, experience, accounting, operational controls, and technical skills, or the ability to obtain them;
- Is in compliance with applicable licensing and tax laws;
- Has or can obtain sufficient financial resources to perform the contract;
- Has or can obtain the necessary production, construction, and/or technical equipment and facilities to perform the contract;
- Is able to comply with the required delivery or performance schedule;
- Has a satisfactory current performance record;
- Has or can obtain key personnel with adequate experience and key subcontractors with adequate experience and past performance; and
- Has experience carrying out similar work.

6. Contract Period Selection

The duration of the contract period chosen for this procurement is [insert number] years with the possibility of [insert number] years of extensions. This contract period is reasonable for the following reasons [insert number].

7. Recommendation

[insert recommendation] [You must state the reasons the selected consultant/contractor was selected, including reasons why the consultant/contractor presents the best value to SRTA taking experience, price, and other evaluation factors into account.]

8. Approval

I hereby approve the recommendation of the *[insert title of project]* Selection Committee and staff, and authorize and direct staff to begin and contract negotiations with the selected consultant/contractor named above.

Approved:

Executive Director

Date

Attachments: list attachment
 list attachment