The best and final offer (BAFO) process represents an optional step in the selection process in the request for proposal (RFP) process and is not part of the contract negotiation process.

The BAFO process may be useful when:

A. No single response addresses all the specifications.

B. The cost submitted by all proposers is too high.

C. The scores of two or more proposers are very close after the evaluation process.

D. All proposers submitted responses that are unclear or deficient in one or more areas.

Procedures for the use of the BAFO process

A. The original RFP document must contain language that indicates that the BAFO process may be used.

B. The evaluation committee determines if the BAFO process will be conducted and who will receive the solicitation.

C. The evaluation committee may restrict the number of proposers invited to submit a BAFO, or may offer the option to all proposers.
D. BAFOs may be conducted with only those proposer(s) most likely to be awarded a contract. Any proposer(s) deemed not likely to be awarded may be dropped at this point and noted in the documentation. These proposal(s) will not figure into the scoring thereafter.

E. In order to develop content of the best and final solicitation, the purchasing lead may collect questions about the proposals from the evaluation committee.

F. The content of the best and final solicitation may also be developed as a result of negotiations with the proposer(s) most likely to be awarded a contract.

G. The evaluation committee may request that the proposer(s) readdress important aspects of the proposal such as the implementation schedule, level of support, type or amount of resources proposed, contract terms and conditions and/or cost.

H. The purchasing lead will send out the request for BAFOs in a letter stating the areas to be covered and the date and time in which the BAFO must be returned.

I. All communication to and from proposers regarding the best and final solicitation will be coordinated by the purchasing lead.

J. All responses to a BAFO must be returned to the purchasing lead.

K. BAFOs submitted after the deadline may not be accepted. Only the original and that proposer’s most recently submitted response may be used.
IV. Content and structure of best and final solicitations

A. Best and final solicitations must contain specific information on what is being requested. Enhanced core components of the RFP may be solicited; however, the integrity of the scope of the original RFP must be maintained. Proposers may be asked to provide additional clarification to specific sections of their response, and to rework their proposal content or cost proposal.

B. Best and final solicitations must include submission requirements with time lines.

C. Best and final solicitations must contain information on how the offers will be evaluated and the process that will be used to determine the successful proposer(s). The evaluation committee will evaluate the submissions of BAFOs and rescoring the original response based entirely on the content of the BAFO submission.

D. Proposers are not required to submit a BAFO and may submit a written response stating that their response remains as originally submitted.

E. The best and final solicitation may not identify either the current rank of any of the proposers or the lowest costs currently proposed.

F. Proposer(s) may be requested to make an oral presentation regarding their BAFO. The evaluation committee will have full discretion to accept or reject any information submitted in a BAFO.

G. The purchasing lead may elect to issue a best and final solicitation for cost only to the proposer(s) selected for award by the evaluation committee.
V. Scoring of BAFOs

A. Evaluation committee members score or rescore the technical portion of the BAFO.

B. Evaluation score sheets for the BAFOs will be developed and provided to the evaluation committee members by the purchasing lead. All scoring worksheets (original evaluation scores, oral presentation scores, best and final scores) must be retained for inclusion in the procurement file. Scores for the BAFOs are entered into a new score sheet/summary worksheet by the purchasing lead.

C. Cost proposals (if requested) are rescored by the purchasing lead or designee. Only the revised cost proposals from the proposer(s) asked to participate in the BAFO process will be used to calculate the cost proposal score.