

# TEXAS A&M UNIVERSITY-KINGSVILLE

Title: Evaluation of Bids and Proposals  
Procedure No.: PP-060

Approved by:  
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## I. Purpose

The purpose of this procedure is to provide basic guidance for evaluating vendors' bids, quotes or proposals.

## II. Scope

This procedure applies to all purchases.

## III. Procedure

### A. Evaluation of the Bids

Once the bids are received, they must be evaluated to determine which vendor will be given the order.

Unless otherwise specified, the award will be made to the low responsive responsible bidder providing the best value to the University. This means the bidder that has provided the lowest valid bid by the appointed time for products or services that meet or exceed the minimum specifications will be awarded any order resulting from that bid. When specified, the bid may be awarded based on best value. When best value awards are desired, the criteria must be defined in the bid document.

In determining what is the best value to the University, the University may consider:

- (1) the purchase price;
- (2) the reputation of the vendor and of the vendor's goods or services;
- (3) the quality of the vendor's goods or services,
- (4) the extent to which the goods or services meet the University's needs;
- (5) the vendor's past relationship with the University;
- (6) the impact on the ability of the University to comply with laws and rules relating to historically underutilized businesses and to the procurement of goods and services from persons with disabilities;
- (7) the total long-term cost to the University of acquiring the vendor's goods or services;
- (8) any other relevant factor that a private business entity would consider in selecting a vendor; and
- (9) the use of material in construction or repair to real property that is not proprietary to a single vendor unless the University provides written justification in the request for bids for use of the unique material specified.

## B. Evaluation of Proposals

Formal Requests for Proposals may take into consideration factors other than price or the specification. Proposals may be evaluated on items such as delivery, quality, warranties, services, compatibility, ergonomics, or factors that exceed the minimum requirements.

In order to evaluate Proposals, a point system must be developed for each factor to be evaluated so that a weighted score may be assigned to each Proposal. An award will be based on the vendor receiving the most favorable score.