

PRE-SCORING EVALUATION TEAM MEETING

Contract No. 2104125

External Auditor Services

Date: Friday, 3-25-22; 8:00 a.m.
Location: Audit Committee Meeting

AGENDA

1. The Procurement staff member responsible for the Procurement activities associated with this project is Joan Salwasser.
2. Thank you for your participation. Your time and efforts are greatly appreciated!
3. The following information is to provide Evaluators with information pertaining to project including the current status, next steps, and to advise/review key dates.
4. Discussion Parameters:
 - a. As a gentle reminder, discussions pertaining to this project must remain between Evaluators, Procurement and Advisors.
 - b. Please refer any vendor inquiries pertaining to this project to Procurement.
5. Current status:
 - a. Proposals are due Monday, 3-28-22 at noon.
 - b. At 12:01 p.m. vendors will no longer be able to upload any documents as the bidding period will be officially closed.
6. Next steps:
 - a. Vendors will submit proposals.
 - b. Immediately following the bid close, Procurement will go into Bonfire, and release the proposals to the Evaluation Team/Advisors/Observers.
7. Bonfire: The contracting platform that GLWA uses which includes the solicitation and evaluation process.
 - a. Evaluators, Advisors and Observers should have received an invitation from Bonfire to register. Anyone who hasn't received it, please let me know.
 - b. At the invitation stage, Evaluators will be asked to register if they haven't already done so. It's a relatively short process but again, reach out to me if you need assistance.
 - c. Following registration and in order to view proposals received, Bonfire will require each Evaluator/Advisor/Observer to sign a Conflict-of-Interest form.
 - d. Once registration is complete and the Conflict-of-Interest form is signed, the Evaluator/Advisor/Observer will be able to view all of the public solicitation files as well as the proposals.

8. Key Points on Scoring:

- a. It is acceptable for Evaluators to have discussion with other Evaluators and Advisers if needed.
- b. It is not a requirement that all Evaluators' scores are identical.
- c. What is necessary is that evaluators collectively agree on the most qualified source.

9. Key Dates:

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| a. 3-28-22; 12:00 p.m. | Proposals due |
| b. 4-4-22; End of Business | Evaluations complete |
| c. 4-14-22; Time TBD | Vendor presentations |
| d. 4-22-22; Time TBD | Audit Committee recommendation finalized |
| e. 5-11-22 | Tentative Board award of contract |
| f. 5-25-22 | Alternate date for Board award of contract |

QUESTIONS?

*Note: Procurement remains available to assist Evaluators/Advisors/Observers and Stakeholders throughout the entire Procurement process (evaluation, vendor presentation and award recommendation).