

TOWN OF MANSFIELD
BEST VALUE METHOD SOURCE SELECTION
(Purchases in excess of \$7,500.00)

ITEM DESCRIPTION AND AMOUNT:

VENDOR NAME:

SOURCE SELECTION METHOD:	Check
1. Competitive sealed bid	_____
2. Competitive sealed RFP	_____
3. Competitive negotiation	_____
4. Sole Source	_____
5. Internet Purchasing	_____
6. Cooperative Purchasing Plan	_____
7. Public Auction	_____
8. Professional Service	_____

What factors were used in awarding contract? Please circle each item:

1. The quality, availability, adaptability, and efficiency of use of the products and service to the particular use required;
2. The degree to which the provided products and services meet the specified needs of the Town, including consideration, when appropriate, of the compatibility with and ease of integration with existing products, services, or systems;
3. The number, scope, and significance of conditions or exceptions attached or contained in the bid and the terms of warranties, guarantees, return policies, and insurance provisions,
4. Whether the vendor can supply the product or service promptly, or within the specified time, without delay or additional conditions;
5. The competitiveness and reasonableness of the total cost or price, including consideration of the total life-cycle cost and any operational costs that are incurred if accepted;
6. A cost analysis or a price analysis including the specific elements of costs, the appropriate verification of cost or pricing data, the necessity of certain costs, the reasonableness of amounts estimated for the necessary costs, the reasonableness of allowances for contingencies, the basis

used for allocation of indirect costs, and the appropriateness of allocations of particular indirect costs to the proposed contract;

7. A price analysis involving an evaluation of prices for the same or similar products or services. Price analysis criteria include, but are not limited to: price submissions of prospective vendors in the current procurement, prior price quotations and contract prices charged by the vendor, prices published in catalogues or price lists, prices available on the open market, and in-house estimates of cost;
8. Whether or not the vendor can supply the product or perform the service at the price offered;
9. The ability, capacity, experience, skill, and judgment of the vendor to perform the contract;
10. The reputation, character and integrity of the vendor;
11. The quality of performance on previous contracts or services to the Town or others.
12. The previous and existing compliance by the vendor with laws and ordinances or previous performance relating to the contract or service, or on other contracts with the Town or other entities;
13. The sufficiency, stability, and future solvency of the financial resources of the vendor;
14. The ability of the vendor to provide future maintenance and service for the use of the products or services subject to the contract;

Professional services:

1. Work requiring knowledge of an advanced type in a field of study and which frequently require special credentialing, certification or licensure. Such areas include but are not limited to engineers, architects, appraisers, medical service providers, consultants, actuaries, banking services, or;
2. Work that is original and creative in character in a recognized field or artistic endeavor or requires special abilities and depends primarily on a person's invention, imagination, or creative talent. Such fields or artistic endeavor include but are not limited to the following: health & fitness, cultural arts, crafts, ice skating, specialty area instructors; and
3. Work that requires consistent exercise of independent discretion and judgment to perform according to their own methods and without being subject to the control of the Town except as to the result of the work.

- Professional service providers shall not be dependent on the Town as their sole client, and must be clearly considered an independent contractor as opposed to an employee as defined by State and Federal laws, regulations, and court decisions.

REQUESTED BY: _____

APPROVED BY: _____

Attach to Purchase Order - Finance copy (green)