

# Exhibit C 1

## BEST VALUE ANALYSIS AND SELECTION PROCESS

**Summary:** Use of this Price Agreement and sound business practice require that a selection process be followed to determine a “Best Value” price. This is accomplished in most cases by factoring industry and market pricing with the expected value, delivery, quality, solutions and services to be purchased, however, Best Value does not necessarily mean the lowest price offer. This selection process will assist the Authorized Purchaser in establishing Best Value.

- 1.1 Process:** Authorized Purchasers shall follow the process outlined here prior to issuing an MSRO. An Authorized Purchaser shall:
- i. Request quotes on the MSRO form, for the Services from the Contractors on Agreement.
  - ii. Contact at least three different Contractors via phone, e-mail or fax with requirements that includes a “Best Value Analysis” which may request, but is not limited to, the total price, delivery schedule, service levels, and information on past performance, service area, and references that may also be contacted;
  - iii. Request these Contractors to provide quotes, on the MSRO form, for specific Goods and Services needed. Rates provided in any quote shall not exceed the most competitive rates set forth in the Price Agreement. However, the Contractors may agree to extend specialized, discounted pricing based on the Authorized Purchaser’s requirements by providing a specific quote;
  - iv. Determine which Contractor provides the best value for Authorized Purchaser based on the Best Value Analysis described in Authorized Purchaser’s request; and
  - v. Use the Best Value form below to document its files on the process, considerations, findings, and decisions used for selecting the supplier through the Best Value Analysis.
- 1.2 Price competition:** When two or more acceptable offers are received and the lowest price is selected, the Authorized Purchaser may determine that the price of the lowest offer is fair and reasonable. If selection is made to other than the lowest acceptable offeror, the price may be determined to be fair and reasonable by other means.
- A price which is very low must be checked to assure that the supplier understands the requested service details and has made no errors.
- 1.3 Availability:** If an Authorized Purchaser has a specific timeline they must meet in order to complete the project, the Authorized Purchaser may determine a price quoted higher than other Contractors under this Price Agreement is acceptable if it can meet the needs of the Authorized Purchaser.
- 1.4 Location:** If the costs of services to transport components and services is less from a region other than where the Authorized Purchaser is located, or the services can be provided more timely, Authorized Purchasers may choose Contractors from other areas.
- 1.5 Other Means:** If there are other variables the Authorized Purchaser determines are in the best interest of the Authorized Purchaser’s agency, please make note of those reasons in the form below.

**Best Value Determination Form**

*(To be completed by the Authorized Purchaser and placed in the procurement file or payment record to document and justify how Best Value has been established.)*

<b>Today's Date:</b>	<b>Agency Name:</b>
<b>Contact Name:</b>	<b>Telephone No.:</b>
<b>Price Agreement No.:</b>	<b>Other:</b>

**How was the Best Value determined?**

**1. Competition:**

Offers from at least three Contractors, based on price,

Contractors Contacted:

Price Quoted:

A \_\_\_\_\_

\$ \_\_\_\_\_

B \_\_\_\_\_

\$ \_\_\_\_\_

C \_\_\_\_\_

\$ \_\_\_\_\_

**2. Competition could not be established. Best Value was determined by:**

Availability:

Explanation:

Location:

Explanation:

Other means:

Explanation:

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Authorized Purchaser Representative Signature

Date



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