



**COUNTY OF SAN BERNARDINO
STANDARD PRACTICE**

No. 11-04 SP1

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EFFECTIVE DATE February 14, 2017

**POLICY: PROCUREMENT OF GOODS, SUPPLIES,
EQUIPMENT AND SERVICES**

SP: Best Value Evaluation Process

APPROVED

GREGORY C. DEVEREAUX

Chief Executive Officer

PURPOSE

The purpose of this standard practice is to discuss the application of Best Value Evaluation in the procurement of goods, supplies, equipment and services with the goal of achieving best value at the lowest cost.

DEPARTMENTS AFFECTED

All County agencies, departments, and Board-governed Special Districts

DEFINITIONS

Best Value Evaluation – An evaluation process used to select the optimal combination of quality, price and various qualitative elements of required goods, supplies, equipment and services. The award is made with the intent of providing the government the greatest or best value for its money. Cost is not necessarily the primary factor in the selection process because proposals are evaluated on the basis of best overall value rather than price alone.

PROCEDURES

At the County's discretion, considerations other than price may factor into a decision as to which product/service provides the best overall value to the County. In order to achieve the best value, the County is not obligated to accept the lowest cost proposal.

When using Best Value Evaluation, cost remains an important factor but is balanced against varying criteria, including but not limited to, qualifications, experience and functional considerations. The method for achieving overall best value is a formal procurement process, typically using a Request for Proposal (RFP).

By defining meaningful categories and criteria for scoring in advance of issuing a formal RFP, the methodology to successfully determine best value can be applied during the evaluation process.

EXCEPTIONS

This standard practice does not apply to public works projects which must be procured in compliance with the Public Contract Code.

LEAD DEPARTMENT

Purchasing Department