

**Section 2-09**            **RECOMMENDATION FOR AWARD.**

(a) Policy. The Contracting Officer shall prepare a Recommendation for Award under the following circumstances:

- (1) procurements for goods and services exceeding \$10,000 and construction and construction-related services exceeding \$15,000 awarded by sole source procedures pursuant to Section 3-05 of these Rules, and
- (2) all other procurements exceeding the small purchase limits.

(b) Content. The Recommendation for Award shall contain, but not be limited to, the following information:

- (1) agency name;
- (2) PIN;
- (3) if other than competitive sealed bidding, a summary of method of procurement used;
- (4) if award is made to the bidder whose bid represents the best value to the City pursuant to 3-02(o), a summary of the criteria used in determining best value;

~~[(4)]~~ (5)            date solicitation mailed;

~~[(5)]~~ (6)            number of businesses solicited;

~~[(6)]~~ (7)            date of City Record publication and date and publication name of any other advertised notice. If a prequalified vendor list is used, date(s) of advertisement(s) for prequalified list; if the procurement is from a sole source, the date of the notice of intent to enter sole source negotiations;

~~[(7)]~~ (8)            date responses to solicitation opened;

~~[(8)]~~ (9)            for bids, the number of responses and the prices received for each bid that was opened; for convenience, the agency may attach its bid tabulation sheets. For proposals, the number of proposals received, overall technical rating of each proposal, and the proposed price for each proposal that was opened;

~~[(9)]~~ (10)           summary of responsiveness or non-responsiveness determination;

~~[(10)]~~ (11)           explanation of responsibility determination, including any Office of Labor Services approval and results of the Department of Investigation name checks of information on the VENDEX questionnaire;

[(11)] (12) name, address, telephone number, and federal taxpayer's identification number of recommended contractor(s) and, if more than one contractor, details on the specific items awarded each;

[(12)] (13) dollar amount(s) of contract(s);

[(13)] (14) basis for award. If award is made to other than the bidder submitting the lowest initial price, detailed reasons shall be included;

[(14)] (15) listing of approvals needed prior to contract registration;

[(15)] (16) date and signature of Contracting Officer;

[(16)] (17) date and signature of all required approvals;

[(17)] (18) for sole source awards, the number of expressions of interest in response to public advertisement and a summary of the cost/price analysis used to determine that the cost to the City will be fair and reasonable;

[(18)] (19) all applicable written determinations and written justifications required by these Rules;

[(19)] (20) for client services, if applicable, an assessment of vendor's performance during the prior contract period (overall rating of latest performance assessment); and

[(20)] (21) for client services, if applicable, date, period covered, and findings of the latest available financial audit report, the name of the CPA firm that conducted it, and whether the CPA firm was unable to express an opinion as to the adequacy of the provider's books and records.