



Administrative Regulations

South San Antonio Independent School District

C – Business and Support Services	CVB
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Facilities Construction: Competitive Sealed Proposals- 2023	

South San ISD uses Competitive Sealed Proposals as a procurement method by which a district requests proposals for construction projects. Competitive sealed proposals is a procurement method by which a district requests proposals, ranks the offerors, negotiates as prescribed, and then contracts with a general contractor for the construction, rehabilitation, alteration, or repair of a facility. In selecting a contractor through competitive sealed proposals, a district shall follow the procedures provided by Government Code 2269, Subchapter D. *Gov't Code 2269.151*

- Selection Procedures:
 - **Step 1** – Delegate authority
 - **Step 2** – Adopt Competitive Sealed Proposals as Method of Delivery
 - **Step 3** – Hire an Engineer or Architect
 - **Step 4** – Prepare Selection Criteria and Relative Weights for Hiring Contractor
 - **Step 5** – Prepare Request for Competitive Sealed Proposals – The district will prepare for competitive sealed proposals that include construction documents, selection criteria and the weighted value for each criterion, estimated budget, project scope, estimated project completion date, and other information that a contractor may require to respond to the request.
 - **Step 6** – Set a Prevailing Wage Rate
 - **Step 7** – Give Notice of Worker’s Compensation Coverage
 - **Step 8** – Require Payment and Performance Bonds
 - **Step 9** – Publish Request for Competitive Sealed Proposals
 - **Step 10** – Open Proposals – The district will receive publicly open and read aloud the names of the offerors and any monetary proposal made by the offerors.
 - **Step 11** – Evaluate and Rank Proposals – The district will evaluate and rank each proposal submitted applying the published selection criteria within forty-five (45) days after the date of opening the proposals.



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- **Step 12** – Select a Contractor – The district will select the offeror that submits the proposal that offers the best value based on: (1) the selection criteria in the request for proposal and the weighted value for those criteria in the request for proposal; and (2) its ranking evaluation.
- **Step 13** – Negotiate with the Selected Offeror – The district will first attempt to negotiate a contract with the selected offeror. The district and its architect or engineer may discuss options for a scope or time modification and any price change associated with the modification with the selected offeror. If the district is unable to negotiate a satisfactory contract with the selected offeror, the district will, formally and in writing, end negotiations with that offeror and proceed to the next offeror in the order of the selection ranking until a contract is reached or all proposals are rejected.
- **Step 14** – Make the Selection Public