



OFFICE OF THE COUNTY COMPTROLLER THE CONCESSION SERVICES SOLICITATION RECORD CHECKLIST FILING INSTRUCTIONS

*This checklist must be filed with the Comptroller's Office by all departments, offices and agencies procuring concession services **within 10 days of issuing an award letter**. This checklist is required for all concession services solicited by contracts or agreements including Letters of Agreement, Letters of Intent, Memorandums of Understanding or other agreements indicating solicitation or future solicitation regardless of amount. Initiating departments must submit this checklist for all solicitation other than by RFP processed through the Office of Central Procurement; Central Procurement must file this checklist for all processed RFPs. Submit completed checklist by e-mail to comptroller.checklist@suffolkcountyny.gov.*

Department Name: *Provide the name of the department.*

Licensee: *Provide the name of the licensee.*

RFP No.: *Provide the RFP number.*

Contract Period: *Provide the period of the contract and any extension term options.*

Contract No.: *Provide the contract number assigned by the County Attorney's Office, if available. If not available when Checklist is filed, provide by e-mail to comptroller.checklist@suffolkcountyny.gov when available.*

Financial Terms: *Provide financial terms of the agreement, e.g., the amount of the annual license fee, percentage of gross receipts, and any other monetary requirement provisions.*

Date of Award: *Provide the date the licensee was first notified in writing of award of the contract by the contracting department. The notification of award predates the execution of the contract.*

Fund No.: *Provide the 3-digit IFMS fund number.*

Dept. Code: *Provide the 3-digit IFMS department code.*

Rev. Code: *Provide the 4-digit IFMS revenue code.*

Description and scope of the service to be provided: *Provide a brief description of the service required, e.g., to make available to the County the services of the Licensee to renovate, operate and manage and maintain a food service and related activities concession at Smith Point County Park, Shirley, New York.*

Method of Award: *Attach copies of RFPs. For exemptions by law, check "Other" and reference the applicable section of the County Code.*

Additional Minimum Documentation required with the Checklist: *Check all boxes that apply.*

- Solicitation List** (names and contact info) *Provide the name, address and contact information of all parties solicited.*
- Solicitation Document** *Provide the document developed by the department in order to solicit proposals.*
- RFP Scoring Evaluation Sheet/Memo** *For solicitation through a Request for Proposals, attach the evaluation scoring sheets and related narratives. For other solicitation, attach an evaluation memo summarizing the criteria used in the evaluation and the basis for selection.*
- Copies of Successful Proposal and Award Letter** *Attach a complete copy of the successful proposal, the award letter notifying the successful proposer of the award. In addition, for RFPs processed through the Office of Central Procurement, include the notification letter to the apparent successful proposer.*
- No Conflict of Interest Disclosure Statements** *Attach original "No Conflict of Interest Disclosure Statements" completed and signed by each participating member of the evaluation committee (See Form OCC-2 on the Comptroller's website), as required pursuant to Chapter 1065 of the Suffolk County Code.*
- Intro Resolution (if only one proposal received)** *If only one proposal is received as a result of an RFP process, attach a copy of the required Introductory Resolution.*
- RFP Opening Sheet** *Attach a signed/certified sheet to document the receipt and opening of the proposals.*
- Summary of Proposals Received/Evaluated** *Attach a signed/certified summary sheet of all proposals received and evaluated.*
- Justification of Award to Other than the Highest Proposer** *If proposal with the highest revenue sharing amount is not awarded the contract; attach a written explanation detailing the reason(s) why the contract is awarded to the selected proposer.*
- Written Notification of RFP** *Attach a copy of the written notification of the RFP to the Clerk of the Legislature and the Chief Deputy County Executive.*
- RFP/RFQ Advertisement and Written Approval of Advertisement** *For solicitation through a Request for Proposal, attach a copy of the required advertisements and the written approval for the advertisement from the County Executive's Office. For all other solicitations, attach a copy of the advertisement if advertised.*

Complete items 1 through 3 for all Competitive Procurement *(For contract amounts over \$1,000)*
Note: Items 1 through 3 are not applicable to procurement through exemption to the RFP process by law.

1. **Procurement Advertisement:** *Check one or more of the boxes that are applicable to the manner in which the request for services was advertised. Explain any circumstance where advertisement is not applicable.*
2. **Evaluation Process:** *Provide the following information in the provided space or on a separate sheet. For RFPs, reference specific documents and/or sections of the RFP as necessary.*
 - a. **Explain the process used in ensuring a competitive field:** *Provide a detailed description of the steps taken to identify potential providers and seek as many as possible in order to promote competition, i.e., to allow qualified vendors a fair and equal opportunity to obtain County business and ensure that the County obtains the best value.*
 - b. **List the evaluation criteria used to evaluate the proposals:** *Provide a description of the evaluation methodology, evaluation instrument and scoring. Include the qualitative and quantitative measure (criteria and points), cost/benefit analysis and all other factors affecting the evaluation of proposals.*
 - c. **List evaluation committee members:** *Provide the name, title and department of each voting member on the evaluation committee.*

3. **Summary of Competitive Procurement:** *(For all contract amounts) In addition to providing the following data, forward to the Comptroller's Office all protests, complaints, etc. received at any time subsequent to the filing of this checklist.*
- a. **Number of proposals solicited:** *Provide the number of requests sent to prospective providers; for advertised RFPs, provide the number of requests that were directly solicited.*
 - b. **Number of proposals received:** *Provide the total number of proposals received - may be in response to a direct solicitation, advertisement or any other means.*
 - c. **Number of no-proposals received:** *Provide the number of negative responses received from providers that were directly solicited.*
 - d. **Number of no replies:** *Provide the number of responses that were not received from providers that were directly solicited.*
 - e. **Number of rejections:** *Provide the number of proposals received by any means that were rejected by the County and not evaluated due to non-compliance with time-related or other RFP requirements. Attach a separate statement indicating the reason(s) for all rejections.*