

CONCHO VALLEY COUNCIL OF GOVERNMENTS PROCUREMENT DEBRIEFING PROCEDURES

1. PURPOSE

The purpose of this document is to provide unsuccessful offerors with a transparent process to understand the reasons their proposal or bid was not selected. The debriefing process ensures that bidders receive constructive feedback and fosters fairness and accountability in the procurement process and is designed to comply with Texas Local Government Code, the Texas Government Code, and any applicable federal regulations.

2. SCOPE

These procedures apply to all competitive procurement activities conducted by CVCOG, providing an opportunity for unsuccessful offerors to request a debriefing following the issuance of a notice of award or rejection.

3. DEFINITIONS

- *Debriefing*: A meeting or written explanation provided to an unsuccessful offeror to explain the reasons for the rejection of their bid or proposal.
- *Offeror*: An individual or entity that submits a bid, proposal, or offer in response to a competitive solicitation issued by CVCOG for the purpose of entering into a contract.
- *Protest*: A formal objection by an offeror to the procurement process, including issues related to solicitation, award, or the handling of the procurement.
- *Procurement Officer*: The designated individual responsible for overseeing the procurement process and making determinations related to procurement procedures.
- *Solicitation*: Any request for bids, proposals, or qualifications issued by CVCOG for the purpose of entering into a contract.

4. DEBRIEFING PROCEDURES

4.1. Request for Debriefing

- Any unsuccessful offeror may request a debriefing within three (3) business days following the issuance of a notice of award or rejection. CVCOG will not conduct debriefs if requests are made after that time.
- This procedure is not available to parties who did not submit a response to the solicitation, to non-responsive or non-timely respondents, or when all responses are rejected.
- The request must be submitted in writing to the Procurement Officer to the address below and should specify the offeror's desire to receive a debriefing.

Procurement Officer
Concho Valley Council of Governments
c/o CVCOG Procurement Department
5430 Link Road
San Angelo, TX 76904
procurement-dept@cvcog.org

- The debriefing may be provided in person, by telephone, or through a written response at the discretion of the Procurement Officer.

4.2. Scope of Debriefing

The debriefing will cover the following elements:

- 1) Evaluation Process: A brief explanation of the evaluation criteria and how the evaluation was conducted.
- 2) Strengths and Weaknesses: A summary of the reasons why the offeror's proposal or bid was not selected, including specific strengths and weaknesses identified during the evaluation process.
- 3) Clarifications: Any clarifications the unsuccessful offeror may seek regarding the procurement process and their specific submission.

Debriefings Will NOT Disclose:

- A. The number of other offerors;
- B. The identity of other offerors;
- C. The content of other offerors' proposals;
- D. The ranking of other offerors;
- E. The evaluation of other offerors;
- F. Trade secrets of other offerors;
- G. Privileged or confidential information of other offerors;
- H. Commercial and financial information of other offerors that is privileged or confidential, including cost breakdowns, profit, indirect cost rates, and similar information; and
- I. The names of individuals providing reference information about an offeror's past performance.

The debriefing will not serve as a forum for protest or to challenge the decision of the evaluation committee.

4.3. Scheduling and Notification

- CVCOG shall make every effort to debrief the unsuccessful offeror as soon as practicable, but may refuse the request for debriefing if, for compelling reasons, it is not in the best interests of CVCOG to conduct a debriefing at that time.
- If the debriefing request is accepted, the Procurement Officer will schedule the debriefing with the requesting offeror.
- A notice confirming the format and date, time, and location (if applicable) of the debriefing will be sent to the requesting offeror.

5. CONFIDENTIALITY

- The procurement process, including any debriefing, is governed by confidentiality provisions to protect sensitive information.
- Any information provided during the debriefing process that is deemed confidential or proprietary must not be disclosed to other offerors or third parties.

6. RECORDKEEPING

All records related to debriefings will be maintained in accordance with applicable laws and regulations governing public records retention.