



**COUNTY OF SAN BERNARDINO  
STANDARD PRACTICE**

No. 11-04SP4

ISSUE 1

PAGE 1 OF 1

By

EFFECTIVE 8/26/11

SUBJECT  
PROCUREMENT OF GOODS, SUPPLIES, AND EQUIPMENT –  
Best Value Evaluation Process

APPROVED  
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PURPOSE:

The purpose of this standard practice is to define the best value analysis and evaluation process based on the goal of getting the best value at the lowest cost, as approved by the Board of Supervisors.

DEFINITION:

**BEST VALUE EVALUATION** – A selection process used to select the most advantageous offer by analyzing, comparing, and evaluating factors in addition to price, in which proposals contain both cost and qualitative components, and the award is made with the intent of providing the government the greatest or best value for its money.

PROCEDURES

While not all factors will be incorporated into every purchase, employees are expected to make a good faith effort to incorporate and balance these factors to the maximum extent possible.

The following standard language is utilized in Requests for Proposal:

Cost is an important factor in the evaluation process, but the County is not obligated to accept the lowest cost proposal. At the County’s discretion, considerations other than price may factor into a decision as to which products or services provide the best value to the County. Such considerations may include:

- Life cycle cost
- Probable life of the product
- Length and scope of warranty
- Maintenance or service availability
- Past performance
- Environmental considerations
- Trade-in terms
- Risk reduction
- Any other relevant factor listed in the solicitation

RESPONSIBILITY

Responsibility to develop evaluation materials rests with the Purchasing Department.

EXCEPTIONS

This Standard Practice does not apply to public works projects which must be procured in compliance with the Public Contract Code and other applicable requirements.