# Intentionally Left Blank (No Current Policy)~~Source Selection Plan~~ 5.1.3

## ~~PURPOSE~~

~~It is the policy of the City of San José to develop a procurement plan referred to as a Source Selection Plan for procurements of equipment, materials, supplies, non-professional services as defined in CPM Section 5.1.8 and information technology as defined in CPM Section 5,1.9 with an estimated value above $1 million to ensure an efficient, transparent, and open process. This policy outlines the process for establishing a Source Selection Plan (SSP) which includes outlining the procurement method, the Scope of Work, the vendor outreach, the estimated dollar value of the procurement, staffing allocation, evaluation factors and method, list of evaluators, and major milestones. The SSP documents an agreement between the Department Director(s) and the Chief Purchasing Officer regarding the procurement plan and objective.~~

## ~~AUTHORITY~~

~~Council Resolution, dated December 6, 2005, Item 3.6 (b), directing staff to implement an administrative Source Selection Plan.~~

## ~~POLICY~~

~~It is the policy of the City of San José to ensure that procurements of equipment, materials, supplies, non-professional services, and information technology with an estimated value above $1 million follow a well-defined plan to ensure an open and transparent process and a timely completion of the procurement.~~

## ~~PROCEDURES FOR DEVELOPMENT OF A SOURCE SELECTION PLAN~~

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|---|---|
| ~~Requesting Department~~ | ~~1. Determines the need for procurement of equipment, materials, supplies, non-professional services, and information technology with an estimated value above $1 million and submits a request to develop a SSP electronically to the assigned Purchasing representative by utilizing the attached form.~~ |
| ~~Finance/ Purchasing~~ | ~~2. Develops SSP based on the information submitted in cooperation with representative of requesting department.~~ |
| | ~~3. Submits the final SSP to the Requesting Department Director for approval and signature.~~ |

~~/s/ Scott P. Johnson~~
~~Director of Finance~~

~~May 22, 2008~~
~~Date~~

~~Approved:~~

~~/s/ Christine Shippey~~
~~Assistant City Manager~~

~~May 22, 2008~~
~~Date~~

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# City of San José
# Finance Department
# Request to Develop a Source Selection Plan

| Department Contact Information |
|---|
| Department:<br><br>Department Contact Information (Name, Title, Phone Number): |
| **Scope of Work** |
| Project Title:<br><br>Project Background:<br><br><br><br>Estimated Dollar Value:<br><br>Description of Project (include need and objectives of the project): |
| **Evaluation Criteria** |
| List preliminary evaluation factors and their respective weights: |
| **Mile Stones** |
| Project Completion Date:<br><br>Estimated Implementation Period: |

**City of San José**
**Finance Department**
**Request to Develop a Source Selection Plan**

| |
|---|
| **Vendor Outreach** |
| Detail advertising strategy (list trade publications, name and contact information of vendors): |
| **Staffing Allocation** |
| List staff members, consultants, and uncompensated outside parties participating in the development of specifications/requirements:<br><br>List staff members, consultants, and uncompensated outside parties and their functional areas or expertise participating in the evaluation process: |