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Metro

Subject: Metro's Solicitation Award Process for Inventory Items

The following policy and procedure outlines Metro's process in evaluating quotations for inventory item solicitations with a value of $3,000.00-$150,000.00.

There are two elements to the award determination:

1. Responsiveness: Metro will verify whether:

   a. The vendor is a Metro-certified SBE (for Set-Aside Solicitations). If the Vendor that provided the quotation is not a Metro-certified SBE, the Vendor's quotation is rejected as non-responsive.

   b. The vendor is certified in an applicable NAICS code for the item being purchased (for Set-Aside Solicitations). If the Vendor is not certified in a NAICS code that is applicable for the item, the Vendor's quotation may be rejected, and

   c. All required information has been provided in the quotation. If the Vendor that provided the quotation did not provide all the required information on their quotation as stated on the solicitation, the Vendor's quotation shall be rejected as non-responsive.

2. Best Value: Metro will evaluate which quotation provides the "best value" to Metro based on Price, Lead Time, and Past Performance.

   a. In general, Metro will select the lowest priced quotation, that can be obtained the soonest or meets Metro's Need-By-Date and has been submitted by a Vendor that has a satisfactory past performance. Metro may also consider current stock on hand in its award decision.

   b. Additionally, Metro will determine whether the Vendor being considered for award has a record of satisfactory past performance. Factors to be considered in the past performance evaluation include, but are not limited to, the following:

      - Vendor Scorecard - an on-time performance rating of less than 50% may be considered as "poor performance".
      - Vendor's record of on-time delivery for the item being solicited.
      - Vendor's record of conforming to Metro's requirements.
      - Vendor's record of adherence to scheduled promise dates and providing updates of re-promise dates when items are not delivered on-time.
      - Vendor's record of reasonable and cooperative behavior and commitment to customer satisfaction.
      - Vendor's record of integrity and business ethics.

   c. Metro will also consider price reasonableness compared to past purchases. Determinations on price reasonableness will be made on a case-by-case basis.

Please feel free to contact Metro for questions regarding a specific Solicitation Award for Inventory Items. We appreciate your interest in doing business with Metro for Supply Chain inventory items.