

**RESOLUTION NO. Supt. #25-01  
OF THE  
SANTA CRUZ COUNTY OFFICE OF EDUCATION  
ADOPTING BEST VALUE PROCEDURES AND GUIDELINES  
PURSUANT TO EDUCATION CODE SECTION 17406**

**WHEREAS,** the Santa Cruz County Office of Education ("SCCOE") desires to undertake lease-leaseback projects ("LLB Projects") in accordance with applicable law; and

**WHEREAS,** pursuant to Education Code sections 17406 and 17407.7, SCCOE must award LLB Projects based on a competitive solicitation process to the proposer providing the best value to SCCOE, taking into consideration the proposer's demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required; and

**WHEREAS,** before awarding a Facilities Lease and Site Lease for the LLB Project, SCCOE must adopt and publish required procedures and guidelines ("Best Value Procedures") for evaluating the qualifications of proposers that ensure the best value selections by the SCCOE are conducted in a fair and impartial manner; and

**WHEREAS,** the Best Value Procedures, which are attached hereto as **EXHIBIT A**, incorporate the required procedures of Education Code section 17406; and

**WHEREAS,** SCCOE's Best Value Procedures shall be mandatory when awarding LLB Projects; and

**WHEREAS,** SCCOE desires to adopt and publish the Best Value Procedures pursuant to Education Code section 17406.

**NOW, THEREFORE,** Dr. Faris Sabbah, SCCOE's Superintendent, hereby finds, determines, declares, orders and resolves as follows:

**Section 1.** That the above recitals are true and correct.

**Section 2.** That it is in the best interest of SCCOE to authorize lease-leaseback project procurement for the construction of SCCOE projects pursuant to Education Code section 17406.

**Section 3.** That the Best Value Procedures are adopted and published pursuant to Education Code section 17406.

**Section 4.** SCCOE's Superintendent, or designee, is authorized to implement the Best Value Procedures when evaluating the qualifications of proposers when awarding contracts for its LLB Projects and to take any action which is necessary to carry out, give effect to, and comply with the terms and intent of this Resolution.

[CONTINUED ON NEXT PAGE]

**APPROVED, PASSED AND ADOPTED** by the Superintendent of SCCOE on this 24th day of SEPTEMBER, 2025.

Approved by:



Dr. Faris Sabbah  
County Superintendent of Schools  
Santa Cruz County Office of Education

## **EXHIBIT A**

### **BEST VALUE PROCEDURES FOR SCCOE'S LEASE-LEASEBACK PROJECTS PURSUANT TO EDUCATION CODE SECTION 17406**

#### **1. Procedure for Soliciting Proposals**

- a. SCCOE shall prepare a request for sealed proposals ("RFP") from qualified proposers. SCCOE shall include in the RFP:
  - i. an estimate of the price of the Project;
  - ii. a clear, precise description of any preconstruction services that may be required, and the facilities to be constructed;
  - iii. the key elements of the instrument to be awarded;
  - iv. a description of the format that proposals must follow, including the elements they must contain;
  - v. the standards SCCOE will use in evaluating proposals;
  - vi. the date upon which proposals are due; and
  - vii. the timetable SCCOE will follow in reviewing and evaluating proposals.
- b. SCCOE shall give notice of the RFP by publishing the notice:
  - i. in accordance with the requirements of Public Contract Code section 20112, by publishing notice in a newspaper of general circulation published in SCCOE, or if there is no such paper, then in some newspaper of general circulation circulated in the county; and
  - ii. in a trade paper of general circulation at least once a week for two weeks.
- c. In order to submit a proposal, a proposer shall be prequalified in accordance with subdivisions (b) to (m), inclusive, of Public Contract Code section 20111.6.
- d. If electrical, mechanical, and plumbing subcontractors are used, they shall be subject to the same prequalification requirements for prospective bidders described in subdivisions (b) to (m), inclusive, of Public Contract Code section 20111.6, including the requirement for completion and submission of a standardized prequalification questionnaire and financial statement that is verified under oath and is not a public record.

#### **2. Contents of Requests for Proposals**

- a. The RFP shall identify all criteria that SCCOE will consider in evaluating the proposals and qualifications of the proposers, by considering, relevant experience, safety record, price proposal, and other factors specified in the RFP.
- b. The price proposal shall include, at the SCCOE's discretion, either a lump-sum price for the Project or the proposer's proposed fee to perform the services requested, including the proposer's proposed fee

to perform preconstruction services or any other work related to the facilities to be constructed, as requested by SCCOE.

- c. The RFP shall specify whether each criterion will be evaluated pass-fail, or will be scored as a best value score, and whether proposers must achieve any minimum qualification score for award of the contract.
- d. For each scored criterion, SCCOE shall identify the methodology and rating or weighting system that will be used by SCCOE in evaluating the criterion, including the weight assigned to the criterion and any minimum acceptable score.

### **3. Evaluation and Award**

Proposals shall be evaluated and the Project awarded in the following manner:

- a. All proposals received shall be reviewed to determine those that meet the format requirements and the standards specified in the RFP.
- b. SCCOE shall evaluate the qualifications of the proposers based solely upon the criteria and evaluation methodology set forth in the RFP, and shall assign a best value score to each proposal. Once the evaluation is complete, all responsive proposals shall be ranked from the highest best value to the lowest best value to SCCOE.
- c. SCCOE shall award the Project to the responsive proposer whose proposal is determined, in writing, to be the best value to SCCOE.
- d. If the selected proposer refuses or fails to execute the tendered proposed contract, SCCOE may award the contract to the proposer with the second highest best value score if it deems it to be for the best interest of SCCOE. If the second selected proposer refuses or fails to execute the tendered instrument, SCCOE may award the instrument to the proposer with the third highest best value score if it deems it to be for the best interest of SCCOE.
- e. Notwithstanding any other law, upon issuance of a contract award, SCCOE shall publicly announce its award, identifying the entity to which the award is made, along with a statement regarding the basis of the award. The statement regarding SCCOE's contract award and the contract file shall provide sufficient information to satisfy an external audit.

### **4. Discretion to Reject Proposals**

SCCOE, at its sole discretion, may reject all proposals and request new proposals.

[END OF BEST VALUE PROCEDURES]