



**Notice of Intent to Award \*\*\*\*PENDING PORT COMMISSION APPROVAL \*\*\*\***

**To:** All Respondents  
**Port of Newport**

April 16, 2026

**Subject:** Notice of Intent to Award – Managed Services Provider Procurement, pending Port commission approval.

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**Purpose of Notice**

This Notice of Intent to Award is issued to inform all respondents of the Port’s preliminary determination regarding the referenced procurement. This notice is provided in accordance with applicable procurement code requirements and does not constitute a final contract award and is pending Port Commission approval.

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**Procurement Overview**

The Port conducted a competitive procurement process to obtain Managed Services Provider (MSP) services in support of Port operations. Proposals were reviewed for responsiveness and responsibility in accordance with the solicitation documents and applicable procurement rules.

As stated in the solicitation, only proposals that satisfied all mandatory requirements, in addition, the Port considered **the Port’s available budget**, when determining eligibility for evaluation and scoring. One proposal was deemed non-responsive as the proposed price did not reasonably reflect the full scope of services required, indicating an incomplete understanding of the requirements of solicitation.

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**Budget-Based Disqualification**

As part of the initial responsiveness review, the Port evaluated and compared all proposals with the Port’s approved budget for this procurement.

- Proposals with total proposed costs **exceeding the Port’s available budget** by more than 20% were determined to be **non-responsive**.
- Non-responsive proposals were **disqualified and excluded from further evaluation**.
- This determination was made prior to completion of technical scoring and was applied uniformly.

Disqualification on this basis reflects the Port’s obligation to operate within governing body-approved fiscal limits and does not reflect an evaluation of technical merit.

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**Evaluation Process**

Proposals that satisfied all mandatory requirements, including budget compliance, were evaluated by an Evaluation Committee using the criteria and weighting established in the solicitation.

The evaluation process included:

- Independent scoring by multiple evaluators
- Use of a standardized evaluation rubric
- Post-evaluation review for scoring consistency and fairness



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Where necessary, evaluator scores were normalized to address evaluator scoring tendencies and ensure equitable treatment. This process did not alter evaluation criteria, proposal content, or relative vendor rankings.

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#### **Intent to Award**

Based on the evaluation of all responsive, responsible, and budget-compliant proposals, the Port hereby issues its **Intent to Award** the Managed Services Provider contract to:

#### **Columbia River IT Solutions, LLC**

Columbia River achieved the highest overall evaluation results in accordance with the solicitation criteria.

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#### **Appeal Rights – Disqualification**

Any bidder that has been **disqualified**, including on the basis of budget non-compliance, may appeal the disqualification in accordance with the Port's procurement code, as follows:

A bidder may appeal a notice of disqualification to the Board. The appeal must be filed with the Public Contracting Officer in writing.

The person appealing disqualification must notify the Public Contracting Officer of the person's intent to appeal **within seven (7) calendar days** after the date that the notice of disqualification is sent to the bidder by first-class mail or is otherwise issued.

Failure to meet the notice and filing requirements set forth above shall constitute a waiver of the right to appeal.

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#### **Protest and Final Award**

This Notice of Intent to Award does not constitute a final award. The Port will not execute a contract until the expiration of all applicable appeals and protest periods and resolution of any timely submitted appeals.

Absent a successful appeal or protest, the Port anticipates proceeding with final award and contract execution following completion of the required waiting period, and Port Commission approval.

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#### **Records and Confidentiality**

The Port maintains all procurement records in accordance with applicable public records and retention requirements. Confidential and proprietary information has been handled consistently with the solicitation and governing law.

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#### **Conclusion**

The Port appreciates the time and effort invested by all respondents and thanks each firm for its participation in this procurement.