

ATTACHMENT A: PROPOSAL EVALUATION FORM

All proposals will be reviewed for responsiveness and then evaluated using the criteria set out herein.

Offeror Name: _____

Evaluator Name: _____

Date of Review: _____

RFP Number: 2519H023

Project Title: COST ALLOCATION PLAN REVIEW AND ANALYSIS

EVALUATION CRITERIA AND SCORING

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS **1000**

SEC. 5.01 UNDERSTANDING OF THE PROJECT – 15 PERCENT

Maximum point value for this section is 150 Points

1000 Points x 15% =150 Points

Proposals will be evaluated against the questions set out below:

- 1) How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?

NOTES: _____

- 2) How well has the offeror identified pertinent issues and potential problems related to the project?

NOTES: _____

- 3) To what degree has the offeror demonstrated an understanding of the deliverables the state expects it to provide?

NOTES: _____

- 4) How well has the offeror demonstrated an understanding the states time schedule and to what extent does the detailed project schedule to include work tasks and deliverables that meet the project schedule?

NOTES: _____

Total Points Awarded for Section 5.01: _____

SEC. 5.02 METHODOLOGY USED FOR THE PROJECT – 15 PERCENT

Maximum point value for this section is 150 points

1000 Points x 15%=150 Points

Proposals will be evaluated against the questions set out below:

- 1) How comprehensive is the methodology proposed and does it depict a logical approach to fulfilling the requirements of the RFP to include the allocation of cost pools?

NOTES: _____

- 2) How well does the methodology match and achieve the objectives set out in the RFP and the detailed project schedule outlined in response to Section 4.03?

NOTES: _____

- 3) To what degree does the proposed methodology for exceptions appear logical and does this methodology interface with the time schedule proposed?

NOTES: _____

- 4) To what extent does the proposal describe the estimated level of support from state staff the contractor will require and is it acceptable?

NOTES: _____

Total Points Awarded for Section 5.02: _____

SEC. 5.03 MANAGEMENT PLAN FOR THE PROJECT – 10 PERCENT

Maximum point value for this section is 100 points

1000 Points x 10%=100 Points

Proposals will be evaluated against the questions set out below:

- 1) How well does the management plan support all of the project requirements and logically lead to the deliverables within the schedule as required in the RFP?

NOTES: _____

- 2) How well is accountability completely and clearly defined and are the proposed metrics for measuring task completion logical and reasonable?

NOTES: _____

- 3) Is the organization of the project team clear?

NOTES: _____

- 4) How well does the management plan illustrate the lines of authority and communication?

NOTES: _____

- 5) Does it appear that the offeror can meet the schedule set out in the RFP?

NOTES: _____

- 6) Has the offeror gone beyond the minimum tasks necessary to meet the objectives of the RFP?

NOTES: _____

- 7) To what degree is the proposal practical and feasible?

NOTES: _____

- 8) To what extent has the offeror identified potential problems, solutions, additional tasks, or activities that may be beneficial to the state?

NOTES: _____

Total Points Awarded for Section 5.03: _____

SEC. 5.04 EXPERIENCE AND QUALIFICATIONS 10 PERCENT

Maximum point value for this section is 100 points

1000 Points x 10%=100 Points

Proposals will be evaluated against the questions set out below:

1) Questions regarding the firm:

- a) How well has the firm demonstrated experience in completing similar projects on time and within budget?

NOTES: _____

- b) How successful is the general history of the firm regarding timely and successful completion of projects?

NOTES: _____

- c) Has the firm provided contact information for two past clients?

NOTES: _____

- d) To what extent does the firm meet or exceed the minimum level of experience required and is the experience pertinent to this project.

NOTES: _____

2) Questions regarding the personnel:

- a) To what extent does the staff offered meet or exceed the minimum level of experience required and do all the individuals assigned to the project have experience on similar projects?

NOTES: _____

- b) Are the narratives complete and does the education and experience demonstrate backgrounds that would be desirable for individuals engaged in the type of work the project requires?

NOTES: _____

- c) How extensive is the applicable education and experience of the personnel designated to work on the project?

NOTES: _____

Total Points Awarded for Section 5.04: _____