

ATTACHMENT B: 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: 2521H009
Project Title: PUBLIC INFORMATION DISTRIBUTION SYSTEM

EVALUATION CRITERIA AND SCORING

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

SEC. 5.01 UNDERSTANDING OF THE PROJECT – 10 % PERCENT

Maximum point value for this section is 100 Points $1000 \text{ Points} \times 10\% = 100 \text{ Points}$

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?
30 Points

Notes: _____

- 2) To what extent has the offeror identified pertinent issues, potential problems, and proposed solutions to the identified issues and problems? 35 Points

Notes: _____

- 3) To what degree has the offeror demonstrated an understanding of the deliverables the state expects it to provide? 35 Points

Notes: _____

Total Points Awarded for Section 5.01: Understanding of the Project: _____

SEC. 5.02 SYSTEM ATTRIBUTES – 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) To what extent do the responses to the Attachment H, System Attributes indicate the proposed system will meet or exceed the required attributes? 40 Points

Notes: _____

- 2) To what extent do the narrative responses relating to each System Attribute define specifically how the proposed system will meet or exceed the required attributes? 60 Points

Notes: _____

Total Points Awarded for Section 5.02: System Attributes: _____

SEC. 5.03 METHODOLOGY USED 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 comprehensive is the methodology and does it depict a logical approach to fulfilling the requirements of the RFP? 50 Points

Notes: _____

2. How well does the methodology match and achieve the objectives set out in the RFP? 50 Points

Notes: _____

Total Points Awarded for Section 5.03: Methodology used for the Project: _____

SEC. 5.04 MANAGEMENT PLAN 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 well does the management plan support the project and logically lead to the deliverables required in the RFP? 30 Points

Notes: _____

- 2) To what extent is project and task accountability completely and clearly defined? 30 Points

Notes: _____

- 3) Is the organization of the project team clear? 30 Points

Notes: _____

- 4) Has the offeror gone beyond the minimum tasks necessary to meet the objectives of the RFP? 30 Points

Notes: _____

- 5) To what degree is the proposal practical and feasible? 30 Points

Notes: _____

Total Points Awarded for Section 5.04: Management plan for the Project: _____

SEC. 5.05 EXPERIENCE AND QUALIFICATIONS: – 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) To what extent does the offeror exceed the minimum level of required experience and to what degree is the experience applicable to this project? 100 Points

Notes: _____

- 2) To what extent does the offeror demonstrate experience integrating notification systems and to what degree is the experience applicable to this project? 50 Points

Notes: _____

Total Points Awarded for Section 5.05: Experience and Qualifications: _____

SEC. 5.06 CONTRACT COST – 40 PERCENT

Maximum point value for this section is 400 Points 1000 Points x 40% =400 Points

Proposals will be evaluated against the questions set out below:

Cost points shall be awarded based on the methodology set out in Section 6.15

The Procurement Officer of Record shall be solely responsible for point allocations for Section 5.06.