

## 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: 2521H010

### EVALUATION CRITERIA AND SCORING

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

#### 5.01 Understanding of the Project—10 Percent

**Maximum Point Value for this Section - 100 Points**

**1000 Points x 10 Percent = 100 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? (25 points)

NOTES: \_\_\_\_\_  
\_\_\_\_\_

- 2) How well has the offeror identified pertinent issues and potential problems related to the project? (25 points)

NOTES: \_\_\_\_\_  
\_\_\_\_\_

- 3) To what degree has the offeror demonstrated an understanding of the deliverables the state expects it to provide? (25 points)

NOTES: \_\_\_\_\_  
\_\_\_\_\_

- 4) Has the offeror demonstrated an understanding of the state's project as described in Section 3.02? (25 points)

NOTES: \_\_\_\_\_  
\_\_\_\_\_

**EVALUATOR'S POINT TOTAL FOR 5.01:** \_\_\_\_\_

**5.02 Methodology Used for the Project—15 Percent**

**Maximum Point Value for this Section - 150 Points**

**1000 Points x 15 Percent = 150 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? (100 Points)

NOTES: \_\_\_\_\_

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

NOTES: \_\_\_\_\_

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**EVALUATOR'S POINT TOTAL FOR 5.02: \_\_\_\_\_**

**5.03 Management Plan for the Project—10 Percent**

**Maximum Point Value for this Section - 100 Points**

**1000 Points x 10 Percent = 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 required in the RFP? (30 Points)

NOTES: \_\_\_\_\_

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- 2) How well is accountability completely and clearly defined? (15 Points)

NOTES: \_\_\_\_\_

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- 3) Is the organization of the project team clear? (15 Points)

NOTES: \_\_\_\_\_

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- 4) How well does the management plan illustrate the lines of authority and communication? (10 Points)

NOTES: \_\_\_\_\_

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- 5) Has the offeror gone beyond the minimum tasks necessary to meet the objectives of the RFP? (10 Points)

NOTES: \_\_\_\_\_

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- 6) To what degree is the proposal practical and feasible? (10 Points)

NOTES: \_\_\_\_\_

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- 7) To what extent has the offeror identified potential problems? (10 Points)

NOTES: \_\_\_\_\_

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**EVALUATOR'S POINT TOTAL FOR 5.03:** \_\_\_\_\_

**5.04 Experience and Qualifications—15 Percent**

**Maximum Point Value for this Section - 150 Points**

**1000 Points x 15 Percent = 150 Points**

**Proposals will be evaluated against the questions set out below.**

**1) Questions regarding the personnel.**

- a) Do the individuals assigned to the project have experience on similar projects? (25 Points)

NOTES: \_\_\_\_\_

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- b) Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires? (25 Points)

NOTES: \_\_\_\_\_

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- c) How extensive is the applicable education and experience of the personnel designated to work on the project? (25 Points)

NOTES: \_\_\_\_\_

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**2) Questions regarding the firm.**

- a) How well has the firm demonstrated experience in completing similar projects on time and within budget? (25 Points)

NOTES: \_\_\_\_\_

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- b) How successful is the general history of the firm regarding timely and successful completion of projects? (25 Points)

NOTES: \_\_\_\_\_

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- c) Has the firm provided letters of reference from previous clients as required in Section 1.04? (25 Points)

NOTES: \_\_\_\_\_

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**EVALUATOR'S POINT TOTAL FOR 5.04:** \_\_\_\_\_

**SCORING SUMMARY**

<b>Section 5.01: Understanding of the Project: Maximum Score:</b>	<b>100 Points</b>	_____
<b>Section 5.02: Methodology used for the Project: Maximum Score:</b>	<b>150 Points</b>	_____
<b>Section 5.03: Management Plan for the Project: Maximum Score:</b>	<b>100 Points</b>	_____
<b>Section 5.04: Experience and Qualifications: Maximum Score:</b>	<b>150 Points</b>	_____
<b>EVALUATOR'S COMBINED POINT TOTAL FOR ALL EVALUATED SECTIONS:</b>		_____