

**PROPOSAL EVALUATION FORM**  
**RFP 2015-0500-2789**  
**A Report on the Benefits and Disadvantages of**  
**Prototypical School Design and Construction in Alaska**

ALL PROPOSALS WILL BE REVIEWED FOR RESPONSIVENESS  
THEN EVALUATED USING THE CRITERIA SET OUT HEREIN.

Person or Firm Name \_\_\_\_\_

Name of PEC Member \_\_\_\_\_

Date of Review \_\_\_\_\_

EVALUATION CRITERIA AND CONTRACTOR SELECTION  
THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 100

**7.01 UNDERSTANDING OF THE PROJECT (5 PERCENT)**

A: MAX SCORE OF 40 POINTS

B: TOTAL POINTS THIS SECTION: \_\_\_\_\_

$(B/A) \times 5 =$  SCORE FOR THIS SECTION \_\_\_\_\_

Proposals will be evaluated against the questions set out below:

[a] How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?

Max Score 10, Median 5    Score: \_\_\_\_\_

Evaluator's Notes:

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[b] How well has the offeror identified pertinent issues and potential problems related to the project?

Max Score 10, Median 5    Score: \_\_\_\_\_

Evaluator's Notes:

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[c] To what degree has the offeror demonstrated an understanding of the deliverables the state expects it to provide?

Max Score 10, Median 5    Score: \_\_\_\_\_

Evaluator's Notes:

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[d] Has the offeror demonstrated an understanding of the state's time schedule and can meet it?

Max Score 10, Median 5 Score: \_\_\_\_\_

Evaluator's Notes:

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## 7.02 METHODOLOGY USED FOR THE PROJECT (30 PERCENT)

A: MAX SCORE OF 35 POINTS

B: TOTAL POINTS THIS SECTION: \_\_\_\_\_

$(B/A) \times 5 =$  SCORE FOR THIS SECTION \_\_\_\_\_

Proposals will be evaluated against the questions set out below:

[a] How comprehensive is the methodology and does it depict a logical approach to fulfilling the requirements of the RFP?

Max Score 10, Median 5 Score: \_\_\_\_\_

Evaluator's Notes:

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[b] How well does the methodology match and achieve the objectives set out in the RFP?

Max Score 10, Median 5 Score: \_\_\_\_\_

Evaluator's Notes:

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[c] Does the methodology interface with the time schedule in the RFP?

Max Score 10, Median 5 Score: \_\_\_\_\_

Evaluator's Notes:

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[d] How well does the methodology address all prototypical design in regions of Alaska

Max Score 5, Median 2.5 Score: \_\_\_\_\_

Evaluator's Notes:

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### 7.03 MANAGEMENT PLAN FOR THE PROJECT (5 PERCENT)

A: MAX SCORE OF 90 POINTS

B: TOTAL POINTS THIS SECTION: \_\_\_\_\_

$(B/A) \times 5 =$  SCORE FOR THIS SECTION \_\_\_\_\_

Proposals will be evaluated against the questions set out below:

- [a] How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFP?

Max Score 10, Median 5 Score: \_\_\_\_\_

Evaluator's Notes:

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- [b] How well is accountability completely and clearly defined?

Max Score 10, Median 5 Score: \_\_\_\_\_

Evaluator's Notes:

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- [c] Is the organization of the project team clear?

Max Score 10, Median 5 Score: \_\_\_\_\_

Evaluator's Notes:

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- [d] How well does the management plan illustrate the lines of authority and communication?

Max Score 10, Median 5 Score: \_\_\_\_\_

Evaluator's Notes:

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- [e] To what extent does the offeror already have the hardware, software, equipment, and licenses necessary to perform the contract?

Max Score 10, Median 5 Score: \_\_\_\_\_

Evaluator's Notes:

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[f] Does it appear that the offeror can meet the schedule set out in the RFP?

Max Score 10, Median 5 Score: \_\_\_\_\_

Evaluator's Notes:

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[g] Has the offeror gone beyond the minimum tasks necessary to meet the objectives of the RFP?

Max Score 10, Median 5 Score: \_\_\_\_\_

Evaluator's Notes:

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[h] To what degree is the proposal practical and feasible?

Max Score 10, Median 5 Score: \_\_\_\_\_

Evaluator's Notes:

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[i] To what extent has the offeror identified potential problems?

Max Score 10, Median 5 Score: \_\_\_\_\_

Evaluator's Notes:

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#### 7.04 EXPERIENCE AND QUALIFICATIONS (5 PERCENT)

A: MAX SCORE OF 70 POINTS

B: TOTAL POINTS THIS SECTION: \_\_\_\_\_

$(B/A) \times 15 =$  SCORE FOR THIS SECTION \_\_\_\_\_

Proposals will be evaluated against the questions set out below:

*Questions regarding the personnel:*

[a] Do the individuals assigned to the project have experience on similar projects?

Max Score 10, Median 5 Score: \_\_\_\_\_

Evaluator's 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?

Max Score 10, Median 5 Score: \_\_\_\_\_

Evaluator's Notes:

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- [c] How extensive is the applicable education and experience of the personnel designated to work on the project?  
Max Score 10, Median 5    Score: \_\_\_\_\_  
Evaluator's Notes:

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*Questions regarding the firm:*

- [d] How well has the firm demonstrated experience in completing similar projects on time and within budget?  
Max Score 10, Median 5    Score: \_\_\_\_\_  
Evaluator's Notes:

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- [e] How successful is the general history of the firm regarding timely and successful completion of projects?  
Max Score 10, Median 5    Score: \_\_\_\_\_  
Evaluator's Notes:

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- [f] Has the firm provided letters of reference from previous clients?  
Max Score 10, Median 5    Score: \_\_\_\_\_  
Evaluator's Notes:

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THE FOLLOWING SECTIONS WILL BE SCORED BY THE PROCUREMENT OFFICER

**7.05 Contract Cost (40 Percent/40 Points)**

Overall, a maximum of 40% of the total evaluation points will be assigned to cost. The cost amount used for evaluation may be affected by one or more of the preferences referenced under Section 2.13.

Converting Cost to Points: The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out in Section 2.15.

**TOTAL SCORE THIS SECTION:** \_\_\_\_\_

**7.06 Alaska Offeror Preference (10 Percent/10 Points)**

If an offeror qualifies for the Alaska Bidder Preference, the offeror will receive an Alaska Offeror Preference. The preference will be 10 percent of the total available points. This amount will be added to the overall evaluation score of each Alaskan offeror.

**TOTAL SCORE THIS SECTION:** \_\_\_\_\_

**TOTAL PROPOSAL SCORE:**