

PROPOSAL EVALUATION FORM
RFP 2017-0500-3625
Alaska State Museum Gift and Book Store Operator

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

6.01 PROPOSED OPERATION AND SERVICES (20 PERCENT)

A: MAX SCORE OF 50 POINTS

B: TOTAL POINTS THIS SECTION: _____

$(B/A) \times 20 =$ SCORE FOR THIS SECTION _____

Proposals will be evaluated against the questions set out below:

- (1) How well does the proposal adequately address the goods and/or services, quality, and costs to the public as requested in the RFP?

Score: ☐1 ☐5 ☐10

Evaluator's Notes:

- (2) How well does the proposal reflect an understanding of the enhancement and preservation of the cultural and historic resources?

Score: ☐1 ☐5 ☐10

Evaluator's Notes:

- (3) How well does the proposal reflect an understanding of the operational issues and questions that are likely to arise and include realistic means of dealing with those matters?

Score: ☐1 ☐5 ☐10

Evaluator's Notes:

- (4) How well does the proposal reflect an understanding of the resources and time that will be needed to provide the services requested in the RFP?

Score: ☐1 ☐5 ☐10

Evaluator's Notes:

- (5) How well does the proposed operational schedule meet all the requirements specified in the RFP?

Score: ☐1 ☐5 ☐10

Evaluator's Notes:

6.02 MANAGERIAL ABILITY AND BUSINESS EXPERIENCE (20 PERCENT)

A: MAX SCORE OF 50 POINTS

B: TOTAL POINTS THIS SECTION: _____

$(B/A) \times 20 =$ SCORE FOR THIS SECTION _____

Proposals will be evaluated against the questions set out below:

- (1) How well do the Offeror's resume, references, and current or past performance in this kind of enterprise indicate sound business ability and a good client/community relationship?

Score: ☐1 ☐5 ☐10

Evaluator's Notes:

(2) How well do the Offeror's resume and references prove that they have the ability to provide the required services?

Score: ☐1 ☐5 ☐10

Evaluator's Notes:

(3) How well does the Offeror demonstrate knowledge and ability with Alaskan products?

Score: ☐1 ☐5 ☐10

Evaluator's Notes:

(4) If the Offeror has no directly relevant experience, what evidence is provided that the firm has the skills and resources to successfully perform?

(Scoring note: offerors with directly relevant experience shall be scored a 10)

Score: ☐1 ☐5 ☐10

Evaluator's Notes:

(5) How long has the Offeror provided directly relevant business experience for this kind of enterprise?

Score: ☐1 (None) ☐5 (up 5 years) ☐10 (greater than 5 years)

Evaluator's Notes:

6.03 BUSINESS PLAN (10 PERCENT)

A: MAX SCORE OF 40 POINTS

B: TOTAL POINTS THIS SECTION: _____

$(B/A) \times 10 =$ SCORE FOR THIS SECTION _____

Proposals will be evaluated against the questions set out below:

- (1) How well does the proposal provide detailed plans, specifications, cost estimates, and a plan of operation that meets all requirements specified in the RFP, and falls within the scope of required services?

Score: ☐1 ☐5 ☐10

Evaluator's Notes:

- (2) How realistic is the Offeror's business plan for the conditions and visitation expected? Is the business plan complete?

Score: ☐1 ☐5 ☐10

Evaluator's Notes:

- (3) How well have all the reasonable costs for operating been considered in the business plan?

Score: ☐1 ☐5 ☐10

Evaluator's Notes:

- (4) How well has the Offeror calculated their projected revenue for the business?

Score: ☐1 ☐5 ☐10

Evaluator's Notes:

6.04 FINANCIAL RESOURCES (10 PERCENT)

A: MAX SCORE OF 10 POINTS

B: TOTAL POINTS THIS SECTION: _____

$(B/A) \times 10 =$ SCORE FOR THIS SECTION _____

Proposals will be evaluated against the questions set out below:

- (1) How well has the Offeror demonstrated that they have enough resources (i.e.: staff, equipment, finances, etc.) committed to providing the services as required under this RFP?

Score: ☐1 ☐5 ☐10

Evaluator's Notes:

6.05 SAMPLE LIST OF ITEMS FOR SALE (10 PERCENT)

A: MAX SCORE OF 10 POINTS

B: TOTAL POINTS THIS SECTION: _____

$(B/A) \times 10 =$ SCORE FOR THIS SECTION _____

Proposals will be evaluated against the questions set out below:

- (1) Are the rates to be charged fair and consistent for services to be provided?

Score: ☐1 ☐5 ☐10

Evaluator's Notes:

- (2) How well do the items offered represent the history and culture of Alaska and the mission of the State Division of Libraries, Archives and Museums?

Score: ☐1 ☐5 ☐10

Evaluator's Notes:

THE FOLLOWING SECTIONS WILL BE SCORED BY THE PROCUREMENT OFFICER

6.06 Compensation (20 Percent/20 Points)

Overall, a maximum of 20% 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 highest compensation 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 2.16.

TOTAL SCORE THIS SECTION: _____

6.07 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: