

**Attachment One
PROPOSAL EVALUATION FORM
ADF&G RFP# 2018-1100-3678**

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

Person or Firm Name _____

Name of Proposal Evaluation (PEC) Member _____

Date of Review _____

RFP Number _____

EVALUATION CRITERIA AND SCORING

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 100

7.01 Prior Working Relationship with ADF&G, Board Support—5 Percent

Maximum Point Value for this Section - 5 Points
100 Points x 5 Percent = 5 Points

Proposals will be evaluated against the questions set out below.

[a] Has the firm demonstrated having prior experience with ADF&G, Board Support Section?

EVALUATOR'S NOTES _____

EVALUATOR'S POINT TOTAL FOR 7.01 _____

7.02 Experience and Qualifications—15 Percent

Maximum Point Value for this Section - 15 Points
100 Points x 15 Percent = 15 Points

Proposals will be evaluated against the questions set out below.

[a] Has the firm listed the personnel who will be involved with the setup of meetings and working with ADF&G staff?

EVALUATOR'S NOTES _____

[b] Is the firm using a subcontractor? And if so, did they provide a description of what the subcontractor will be doing, and what experience the firm has with using this subcontractor?

EVALUATOR'S NOTES _____

EVALUATOR'S POINT TOTAL FOR 7.02 _____

7.03 Contract Cost—45 Percent

Maximum Point Value for this Section - 45 Points
100 Points x 45 Percent = 45 Points

Overall, **45%** 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 2.11.

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 2.14.

EVALUATOR'S POINT TOTAL FOR 7.03 _____

7.04 Capacity to Provide Service—20 Percent

Maximum Point Value for this Section - 20 Points
100 Points x 20 Percent = 20 Points

Proposals will be evaluated against the questions set out below.

[a] How well has the firm demonstrated the ability to provide the deliverables listed in Section 5.02?

EVALUATOR'S NOTES _____

[b] Has the firm provided a detailed floor plan for the required rooms?

EVALUATOR'S NOTES _____

EVALUATOR'S POINT TOTAL FOR 7.04 _____

7.05 Location — 5 Percent

Maximum Point Value for this Section - 5 Points
100 Points x 5 Percent = 5 Points

Proposals will be evaluated against the questions set out below.

[a] Has the firm clearly identified the location of the proposed venue in relation to the rest of the Anchorage community?

EVALUATOR'S NOTES _____

[b] Is the venue located inside the "downtown Anchorage area" as described in Section 6.07?

EVALUATOR'S NOTES _____

EVALUATOR'S POINT TOTAL FOR 7.05 _____

7.06 Alaska Offeror Preference — 10 Percent

Alaska bidders receive a 10 percent overall evaluation point preference.

Point value for Alaska bidders in this section -- 10 Points

100 Points x 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.

EVALUATOR'S POINT TOTAL FOR 7.06 (either 0 or 10)

EVALUATOR'S COMBINED POINT TOTAL FOR ALL SECTIONS
