

# ATTACHMENT 1: PROPOSAL EVALUATION FORM

RFP 18-329-21

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: 18-329-21

## EVALUATION CRITERIA AND SCORING

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

### SEC 5.04 EXPERIENCE AND QUALIFICATIONS (100 POINTS)

Proposals will be evaluated against the questions set out below.

#### 1) *Questions regarding the personnel:*

- a) Do each of the individuals assigned to the project meet the minimum qualifications?
- b) Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?
- c) How extensive is the applicable experience of the personnel designated to work on the project?

Proposals will be evaluated against the questions set out below for SUBCONTRACTORS:

#### 2) *Questions regarding the firm and subcontractor (if used): (50 POINTS)*

- a) How well has the firm demonstrated experience in completing similar projects on time and within budget?
- b) How successful is the general history of the firm regarding timely and successful completion of projects?
- c) Has the firm provided letters of reference from previous clients?
- d) If a subcontractor will perform work on the contract, how well do they measure up to the evaluation used for the offeror?

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

### SEC 5.05 UNDERSTANDING OF THE PROJECT (100 POINTS)

This portion of the offeror's proposal will be evaluated against the following questions:

- 1) How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?
- 2) How well has the offeror identified pertinent issues and potential problems related to the project?
- 3) To what degree has the offeror demonstrated an understanding of the deliverables the state expects it to provide?
- 4) Has the offeror demonstrated an understanding of the state's time schedule and can meet it?

**EVALUATOR'S POINT TOTAL FOR 5.05:** \_\_\_\_\_

**SEC. 1.01 SEC 5.06 – METHODOLOGY USED FOR THE PROJECT (100 POINTS)**

This portion of the offeror's proposal will be evaluated against the following questions:

- 1) How comprehensive is the methodology and does it depict a logical approach to fulfilling the requirements of the RFP?
- 2) How well does the methodology match and achieve the objectives set out in the RFP?
- 3) Does the methodology interface with the time schedule in the RFP?

**EVALUATOR'S POINT TOTAL FOR 5.06:** \_\_\_\_\_

**SEC 5.07 MANAGEMENT PLAN FOR THE PROJECT (200 POINTS)**

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

- 1) How well has the offeror demonstrated that it understands the deliverables the State expects it to provide? Does the plan demonstrate measures that will ensure a timely product?
- 2) How well is accountability completely and clearly defined?
- 3) Is the organization of the project team clear?
- 4) Is the fiscal tracking and billing process clearly outlined?
- 5) How well does the management plan illustrate the lines of authority and communication?
- 6) To what extent does the offeror already have the hardware, software, equipment, and licenses necessary to perform the contract?
- 7) Does it appear that the offeror can meet the schedule set out in the RFP?
- 8) Has the offeror gone beyond the minimum tasks necessary to meet the objectives of the RFP?
- 9) To what degree is the proposal practical and feasible?
- 10) To what extent has the offeror identified potential problems?

- 11) Does the offeror explain how it will handle updating previously produced deliverables?
- 12) Does the offeror grant full usage rights to DEC? If not, do the conditions interfere with DEC's needs?
- 13) Is the proposal submitted responsive to all material requirements in the RFP?

**EVALUATOR'S COMBINED POINT TOTAL FOR ALL EVALUATED SECTIONS:** \_\_\_\_\_

### SEC 5.08 CONTRACT COST (400 POINTS)

Overall, a minimum of **40%** of the total evaluation points will be assigned to cost. After the procurement officer applies any applicable preferences, the offeror with the lowest total cost will receive the maximum number of points allocated to cost per 2 AAC 12.260(c). The point allocations for cost on the other proposals will be determined using the following formula:

$$[(\text{Price of Lowest Cost Proposal}) \times (\text{Maximum Points for Cost})] \div (\text{Cost of Each Higher Priced Proposal})$$

#### **Example (Max Points for Contract Cost = 400):**

##### **Step 1**

List all proposal prices, adjusted where appropriate by the application of applicable preferences claimed by the offeror.

Offeror #1	\$40,000
Offeror #2	\$42,750
Offeror #3	\$47,500

##### **Step 2**

In this example, the RFP allotted 40% of the available 1,000 points to cost. This means that the lowest cost will receive the maximum number of points.

**Offeror #1 receives 400 points.**

The reason they receive that amount is because the lowest cost proposal, in this case \$40,000, receives the maximum number of points allocated to cost, 400 points.

**Offeror #2 receives 374.3 points.**

$$\$40,000 \text{ lowest cost} \times 400 \text{ maximum points for cost} = 16,000,000 \div \$42,750 \text{ cost of Offeror \#2's proposal} = 374.3$$

**Offeror #3 receives 336.8 points.**

$$\$40,000 \text{ lowest cost} \times 400 \text{ maximum points for cost} = 16,000,000 \div \$47,500 \text{ cost of Offeror \#3's proposal} = 336.8$$

### SEC 5.09 MBE/WBE PREFERENCE (5 POINTS)

To receive the points, the qualified Minority Business Enterprise (MBE) or Women's Business Enterprise (WBE) offeror or subcontractor will provide evidence of certification and the work that they will perform. Please refer to section 6.11 for additional information on the MBE/WBE preference.

The preference will be 5% of the total available points, which will be added to the offeror's overall evaluation score.

### **Example:**

#### **Step 1**

Determine the number of points available to qualifying offerors under this preference:

1000 Total Points Available in RFP x 5% MBE/WBE preference = 50 Points for the preference

#### **Step 2**

Determine which offerors qualify as MBE/WBE bidders and thus, are eligible for the MBE/WBE preference. For the purpose of this example, presume that all proposals have been completely evaluated based on the evaluation criteria in the RFP. The scores at this point are:

Offeror #1	830 points	No Preference	0 points
Offeror #2	740 points	MBE/WBE Preference	50 points
Offeror #3	800 points	MBE/WBE Preference	50 points

#### **Step 3**

Add the applicable MBE/WBE preference amounts to the offerors' scores:

Offeror #1	830 points
Offeror #2	840 points (740 points + 50 points)
<b>Offeror #3</b>	<b>900 points (800 points + 50 points)</b>

**Offeror #3** is the highest scoring Offeror.