

ATTACHMENT F: 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: **2522S036**

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 goal and can meet it? (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? (40 Points)

NOTES: _____

- 2) How well does the methodology match and achieve the objectives set out in the RFP? (35 Points)

NOTES: _____

- 3) To what extent do the sample unique and challenging recruitments represent positions that are similar in nature or as difficult to recruit in relation to the job classes outlined in the RFP? (50 Points)

NOTES: _____

- 4) To what extent does the proposal identify risks and propose mitigation solutions related the methodologies to be used for the project? (25 Points)

NOTES: _____

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 recruitment requirements and logically lead to successful placements as required in the RFP? (25 Points)

NOTES: _____

- 2) Is the organization of the project team clear? (10 Points)

NOTES: _____

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

NOTES: _____

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

NOTES: _____

5) _____ To what degree is the proposal practical and feasible? (20 Points)

NOTES: _____

6) _____ To what extent does the proposal identify risks and propose mitigation solutions related the management plan to be used for the project? (25 Points)

NOTES: _____

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) How well has the firm demonstrated experience in successfully recruiting for positions that are challenging to fill in a timely manner? (50 Points)

NOTES: _____

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

NOTES: _____

- 3) To what degree does the firm exceed the minimum required experience and is the experience pertinent to the states' needs? (25 Points)

NOTES: _____

- 4) To what extent does the offeror have the job recruitment resources and industry knowledge to perform the contract? (50 Points)

NOTES: _____

EVALUATOR'S POINT TOTAL FOR 5.04: _____

SCORING SUMMARY

Section 5.01: Understanding of the Project: Maximum Score: 100 Points _____

Section 5.02: Methodology used for the Project: Maximum Score: 150 Points _____

Section 5.03: Management Plan for the Project: Maximum Score: 100 Points _____

Section 5.04: Experience and Qualifications: Maximum Score: 150 Points _____

EVALUATOR'S COMBINED POINT TOTAL FOR ALL EVALUATED SECTIONS: _____