

## ATTACHMENT #1: 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: 2522H039 \_\_\_\_\_

### EVALUATION CRITERIA AND SCORING

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

#### 5.01 Understanding of the Project—50 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?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 2) How well has the offeror identified pertinent issues and potential problems related to the project?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 3) To what degree has the offeror demonstrated an understanding of the deliverables the state expects it to provide?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 4) Has the offeror demonstrated an understanding of the state's time schedule and can meet it?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EVALUATOR'S POINT TOTAL FOR 5.01: \_\_\_\_\_

#### 5.02 Methodology Used for the Project—200 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?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 3) Does the methodology interface with the time schedule in the RFP?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EVALUATOR'S POINT TOTAL FOR 5.02: \_\_\_\_\_**

### **5.03 Management Plan for the Project—200 Points**

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

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

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 2) How well is accountability completely and clearly defined?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 3) Is the organization of the project team clear?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 4) How well does the management plan illustrate the lines of authority and communication?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6) Does it appear that the offeror can meet the schedule set out in the RFP?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7) Has the offeror gone beyond the minimum tasks necessary to meet the objectives of the RFP?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8) To what degree is the proposal practical and feasible?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9) To what extent has the offeror identified potential problems?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EVALUATOR'S POINT TOTAL FOR 5.03:** \_\_\_\_\_

#### **5.04 Experience and Qualifications —50 Points**

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

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

- a) Do the individuals assigned to the project have experience on similar projects?
- 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 education and experience of the personnel designated to work on the project?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

##### ***2) Questions regarding the firm:***

- 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?

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

**5.05 Contract Cost —400 Points**

Overall, a minimum of 40 percent of the total evaluation points will be assigned to cost.

**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 6.11.

**5.06 Alaska Offeror Preference**

**Point Value for this Section — 100 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.