

PROPOSAL EVALUATION FORM

All proposals will be reviewed for responsiveness and then evaluated using the criteria set out herein. The total number of points used to score each proposal is 1,000.

Person or Firm Name: _____

Initials of Proposal Evaluation (PEC) Member: _____

Date of Review: _____

RFP Number: 2023-0400-0136

SECTION 5.01 UNDERSTANDING OF THE PROJECT (5%, 50 POINTS)

- 1) How well has the offeror demonstrated a thorough understanding of the purpose, IV&V requirements, 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:

SECTION 5.01 TOTAL POINTS SCORED _____

SECTION 5.02 METHODOLOGY USED FOR THE PROJECT (5%, 50 POINTS)

- 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:

SECTION 5.02 TOTAL POINTS SCORED _____

SECTION 5.03 MANAGEMENT PLAN FOR THE PROJECT (5%, 50 POINTS)

- 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:

SECTION 5.03 TOTAL POINTS SCORED _____

SECTION 5.04 EXPERIENCE AND QUALIFICATIONS (25%, 250 POINTS)

1) Questions regarding the personnel:

- a) Do the individuals assigned to the project have experience on similar projects?

Notes:

- b) Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?

Notes:

- 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?

Notes:

- b) How successful is the general history of the firm regarding timely and successful completion of projects?

Notes:

- c) Has the firm provided letters of reference from previous clients?

Notes:

SECTION 5.04 TOTAL POINTS SCORED _____

OVERALL SCORE OF TECHNICAL PROPOSAL (maximum 500 pts) _____

SECTION 5.05 CONTRACT COST (50%, 500 POINTS)

Overall, a minimum of 50% 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 6.11.

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 6.15.

SECTION 5.06 ALASKA OFFEROR PREFERENCE (10%, 100 POINTS)

If an offeror qualifies for the Alaska Bidder Preference, the offeror will receive an Alaska Offeror Preference. The preference will be 10% of the total available points. This amount will be added to the overall evaluation score of each Alaskan offeror.