

Attachment 4
Proposal Evaluation Form
RFP 2525H001 Airline Tech Rep & Liaison for AIAS

All proposals will be reviewed for responsiveness. The proposals determined to be responsive will be evaluated using the criteria set out herein.

Firm/Company Name _____

Name of Proposal Evaluation (PEC) Member _____

Date of Review _____

Evaluation Criteria and Scoring

The total number of points used to award this proposal is 1,000.

SEC. 5.04 EXPERIENCE AND QUALIFICATIONS (225 POINTS)

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

1) Questions regarding the personnel:

- a) Do the individuals assigned to the project have experience on similar projects?
- b) Do the resumes of the individuals assigned to the project have experience with air cargo carrier-versus passenger carrier-dominated airports?
- c) Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?
- d) How extensive is the applicable education and experience of the personnel designated to work on the project?
- e) Does the organization chart show the lines of authority and include the individuals' titles and work location for the personnel assigned to work on this contract?
- f) Does the organization chart clearly identify which individuals are responsible for each Task listed in the Scope of Work.

2) Questions regarding the firm and subcontractor:

- a) How well has the firm demonstrated experience in managing similar contracts successfully and within budget?
- b) How well has the firm demonstrated its values and do they align with AIAS' goals for this contract?
- c) How successful is the general history of the firm regarding successful management of contracts?
- d) Has the firm provided letters of reference from previous clients?

- e) If a subcontractor will perform work on the contract, how well do they measure up to the evaluation used for the offeror?

Evaluator's Score for SEC 5.04: _____ (1 – 5 – 10)

Evaluators Notes: _____

SEC. 5.05 UNDERSTANDING OF THE PROJECT (75 POINTS)

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

- a) How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?
- b) How well has the offeror identified pertinent issues and potential problems related to the project?
- c) To what degree has the offeror demonstrated an understanding of the deliverables the state expects it to provide?

Evaluator's Score for SEC 5.05: _____ (1 – 5 – 10)

Evaluators Notes: _____

SEC. 5.06 METHODOLOGY USED FOR THE PROJECT (75 POINTS)

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

- a) How comprehensive is the methodology and does it depict a logical approach to fulfilling the requirements of the RFP?
- b) Has the offeror identified a reasonable plan for engaging and communicating with all airline user groups and conveying varying positions to AIAS?
- c) Does the methodology interface with the time schedule in the RFP?

Evaluator's Score for SEC 5.06: _____ (1 – 5 – 10)

Evaluators Notes: _____

SEC. 5.07 MANAGEMENT PLAN FOR THE PROJECT (125 POINTS)

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

- a) How well does the management plan support all requirements and logically lead to the deliverables required in the RFP? To what degree is the proposal practical and feasible?
- b) How well is accountability completely and clearly defined? Is the organization of the project team clear?
- c) To what extent does the offeror already have the hardware, software, equipment, and licenses necessary to perform the contract?
- d) Has the offeror gone beyond the minimum tasks necessary to meet the objectives of the RFP?

Evaluator’s Score for SEC 5.07: _____ (1 – 5 – 10)

Evaluators Notes: _____
