

# PROPOSAL EVALUATION FORM RFP 2025-2600-0166

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS **1,000**

All proposals will be reviewed for responsiveness and then evaluated using the criteria below

OFFEROR:

EVALUATOR:

DATE:

<b>Sect 4.04 Experience and Qualifications – Submittal Form B — Evaluation Criteria 4.13</b> <b>INSTRUCTIONS:</b> When typing in Comments, you may use as much space as needed. Formatting will advance.		<b>100 Points Possible</b>
<b>Questions regarding the personnel, resumes, and roster</b>		
1) Did the offer include a complete personnel roster for each location?	Comments	
2) Do the individuals assigned have experience working with seniors?	Comments	
3) Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the RFP requires?	Comments	
4) How extensive is the applicable education and experience of the personnel designated to work under the contract?	Comments	
<b>Questions regarding the firm and client references.</b>		
5) Has the firm provided client references including phone numbers and dates of service with previous clients?	Comments	
6) Has the firm demonstrated experience in providing services similar to what is described in the RFP?	Comments	
7) <b>This question to be scored only by James Farley, AKPH Administrative Operations Manager.</b> Do references substantiate or contradict offeror's statements?		

Sect. 4.05 Understanding of the Work - Submittal form C - Evaluation Criteria Sect 4.14		125 Points Possible
8) How well has the offeror’s proposal demonstrated a thorough understanding of the purpose and scope of the work?	Comments	
9) To what degree has the offeror’s proposal demonstrated an understanding of the deliverables the state expects it to provide?	Comments	
10) How well has the offeror identified pertinent issues and potential problems related to the deliverables the state expects it to provide?	Comments	
Sect 4.06 Methodology Used for the Work - Submittal Form D - Evaluation Criteria Sec. 4.15		125 Points Possible
11) How comprehensive is the methodology and does it depict a logical approach to fulfilling the requirements of the RFP?	Comments	
12) How well does the methodology match and achieve the objectives set out in the RFP?	Comments	
13) Does the methodology interface with the time schedule in the RFP?	Comments:	

<b>Sect. 4.07 Management Plan for the Work Evaluation - Submittal Form E - Evaluation Criteria Sect 4.16</b>		<b>125 Points Possible</b>
14) How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFP?	Comments:	
15) How well is accountability completely and clearly defined?	Comments:	
16) Is the organization of the project team clear?	Comments:	
17) How well does the management plan illustrate the lines of authority and communication?	Comments:	
18) To what extent does the offeror already have the hardware, software, equipment, and licenses necessary to perform the contract?	Comments:	
19) Does it appear that the offeror can meet the schedule set out in the RFP?	Comments:	
20) Has the offeror gone beyond the minimum tasks necessary to meet the objectives of the RFP?	Comments:	
21) To what degree is the proposal practical and feasible?	Comments:	
22) To what extent has the offeror identified potential problems?	Comments:	

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

**There is no 4.08 for Subcontractors –Submittal form F -- for this RFP**

**4.09 Contract Cost — Submittal Form G 400 Points**

Cost will be calculated by Procurement Staff. Overall, a minimum of **40** percent 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.

**4.18 Alaska Offeror Preference — 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.