



Attachment C RFP EVALUATION PLAN

Evaluation Overview:

Offerors submitting a proposal response for both Award Category 1 and Award Category 2 will be considered for an award separately. Award Categories 1 and 2 will have different scoring scales and evaluation criteria (with the exception of Stage 1), along with separate response worksheets (Attachment H). Offerors will not receive any additional points for proposing pricing for both categories.

Stage 1: Initial Responsiveness Evaluation. All Proposals will be reviewed for completeness and initial responsiveness. Proposals omitting required documents or responses outlined in the attachment RFP Overview, Section IV may be rejected in accordance with Attachment A, RFP Terms and Conditions . This review will determine if the Offeror(s) meet the submission requirements. Any Proposals not meeting the submission requirements may be deemed non-responsive and receive no further consideration.

Stage 1: will be reviewed for proposals submitted for both Award Categories 1 and 2.

Award Category 1 – Full Line Catalog responses:

Stage 2: Mandatory Minimum Requirements Evaluation. Complete and responsive proposals will be reviewed for compliance with the following Mandatory Minimum Requirements as found in Attachment H, Offeror Response Worksheet:

| Criteria | Evaluation |
|---|------------|
| Offeror affirms to provide sales and ship to all 50 States, District of Columbia, and US territories F.O.B. Destination, freight pre-paid.* | Pass/fail |
| Can provide at least four (4) of the five (5) product categories from the SOW list. | Pass/fail |
| Offeror agrees to accept and fulfill orders from all eligible Purchasing Entities.* | Pass/fail |

Offeror’s proposal may be deemed non-responsive and receive no further consideration if Offeror does not acknowledge and agree to the mandatory minimums in Attachment H.

*One exception applies, if the Offeror is proposing Alaska **only** sales under Category 1. See Attachment H for more details.

Stage 3: Technical Criteria Evaluation. Proposals meeting or exceeding the Mandatory Minimum Requirements will be evaluated against the following Technical Criteria:

| Criteria | Technical Points Possible |
|---------------------------------|---------------------------|
| Experience and Qualifications | 100 |
| Scope of Work | 100 |
| Customer Service | 100 |
| Cost Savings | 50 |
| Cooperative Contracting Ability | 50 |
| Stage 3 Total: | 400 |

All scores will be compiled and applied to each of the technical criteria categories found in the table above.

**Request for Proposals for
AV Equipment and Services**

Issued by the **State of Alaska**
Solicitation Number 2025-0200-0044



~~Offerors earning a minimum of 300 points will move on to Stage 4. Proposals failing to meet the 300-point threshold will not move on to the cost evaluation or be considered for award.~~

Stage 4: Cost Evaluation. Cost Proposals for proposals not rejected following evaluation of Technical Criteria will be evaluated for cost.

The Cost Proposal for Band 1 will be evaluated based on several components as follows:

| Criteria | Cost Points Possible |
|---------------------------|----------------------|
| Market Basket | 500 |
| Minimum Discount Schedule | 100 |
| Stage 4 Total: | 600 |

1. MARKET BASKET

The Award Category 1 price worksheet (Attachment I) consists of three (3) different product bundles or market baskets that cover a wide array of products across the product categories. Offerors must complete the price worksheet for these pre-selected items, per the directions on the Price Worksheet. In the event of a size or packaging quantity discrepancy, the Lead State may identify an equivalent “unit price” for evaluation purposes. The total cost for the market basket will be determined by summing all evaluated market basket items final prices per product bundle.

| Cost Item | Cost Points Possible |
|---------------|----------------------|
| Market Basket | 500 |

Points for the Market Basket evaluation will be normalized as follows: The Cost Proposal with the lowest Total Cost for the Market Basket will receive all available Cost Points: 500 points. The remaining Proposals will be assigned a proportional amount of the available Cost Points using the formula:

$$500 \times \frac{\text{Lowest Total Cost}}{\text{Total Cost Being Evaluated}}$$

The Lead State reserves the right to assign a nominal value to “0” cost values if application of the formula results in an error, negative numbers, or an unreasonably skewed distribution of points.

The pricing submitted for the market basket will correspond with the minimum discount schedule applying to the final price. The product category will be submitted on the Price Worksheet that corresponds with the minimum discount schedule and the discounts will apply to the Offeror’s full catalog.

2. Minimum Discount Schedule:

The Offeror must submit a comprehensive discount schedule. The schedule must include the Offeror’s catalog categories with minimum category discounts. The schedule must include products from all five (5) categories found in Attachment B, Scope of Work. Please note that the product categories 1-5 disclosed in this RFP are for evaluation purposes only to ensure that there is a minimum expectation of providing a full line catalog of enough items to full fill the need for Award Category 1. The Minimum Discount Schedule will serve as the main discount pricing schedule for the contract. All discounts shall be transferred over into the on-line ordering system and reflected for each of the items listed. The schedule will be evaluated and ranked based on the lowest minimum discount offered across the categories offered. The schedule with the highest minimum discount will be awarded all 100 points, and then the others will be normalized and ranked. Also, the market basket items shall correspond to the catalog discounted rates to ensure catalog accuracy.

**Request for Proposals for
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Solicitation Number 2025-0200-0044



Cost Proposals are subject to an independent review for reasonableness and best value by the Lead State. Costs determined not to be reasonable or best-value by the Lead State may result in all or part of Offeror’s proposal being rejected, notwithstanding the results of the Cost Proposal evaluation.

Evaluation Summary

| Stage | Total Points Possible |
|-------------------------------|-----------------------|
| Technical Criteria Evaluation | 400 |
| Cost Evaluation | 600 |
| Total: | 1000 |

Award Category 2 – AV Commercial Services:

Stage 2: Mandatory Minimum Requirements Evaluation. Complete and responsive proposals will be reviewed for compliance with the following Mandatory Minimum Requirements as found in Attachment H, Offeror Response Worksheet:

| Criteria | Evaluation |
|---|------------|
| Offeror affirms they currently provide AV Commercial Services to the states/DC/territories proposed and indicated in the Offeror’s Attachment I – Cost Proposal, tab 2. Offeror attests that they have current subcontractor relationships for each proposed listing (if applicable). | Pass/fail |
| Offeror affirms to provide a not to exceed number of hours per position at the time of written quote to the customer to complete the scope of work. | Pass/fail |
| Offeror affirms that they have obtained all insurance, permits, and business registrations to perform the scope of work in the states and jurisdictions they have submitted hourly rates for. | Pass/fail |

Offeror’s proposal may be deemed non-responsive and receive no further consideration if Offeror does not acknowledge and agree to the mandatory minimums in Attachment H.

Stage 3: National Capabilities. Proposals meeting or exceeding the Mandatory Minimum Requirements will be evaluated for current geographic capabilities:

The Offeror will complete Attachment I – Cost Proposal, tab 2 “States Offered”. The Lead State and Sourcing Team will evaluate the number of States (including DC and US Territories) that are proposed. A determination will be made based on coverage that is most advantageous to the Lead State and potential Participating Entities and Purchasing Entities. Only those proposals that are deemed advantageous by this determination will move on to Stage 4.

The Lead State and Sourcing Team will count the number of States (including DC and US Territories) that are proposed. Each States proposed (including DC and US Territories) will be awarded two points (2), and one point (1) will be awarded for those States (including DC and US Territories) that will be serviced directly by the Offeror (not a subcontractor). These points are used exclusively for the determination described in Stage 3 only and will not contribute to the overall score.

Stage 4: Technical Criteria Evaluation. Proposals that have been deemed advantageous will be evaluated against the following Technical Criteria:

| Criteria | Technical Points Possible |
|--|---------------------------|
| Organization and Key Personnel | 150 |
| Capability to Meet Requirements of the Scope of Work | 250 |
| Customer Service | 100 |

**Request for Proposals for
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Solicitation Number 2025-0200-0044



| | |
|-------------------------------------|------------|
| Cost Structure and Savings Approach | 150 |
| Cooperative Contracting Ability | 50 |
| Stage 4 Total: | 700 |

The Lead State and Sourcing Team will review and score all responses from Attachment H, Offeror Response Worksheet. All responses will be evaluated for quality and relevance. All scores will be compiled and applied to each of the technical criteria categories found in the table above.

~~Offerors earning a minimum of 500 points will move on to Stage 5. Proposals failing to meet the 500 point threshold will not move on to the cost evaluation or be considered for award.~~

Stage 5: Cost Evaluation. Cost Proposals for proposals that met the threshold in Stage 4 will be evaluated for cost.

| Criteria | Cost Points Possible |
|-------------------------|----------------------|
| Hourly Rates Evaluation | 300 |
| Stage 3 Total: | 300 |

Offerors are instructed in Attachment I – Cost Evaluation for Category 2, to propose positions (title and description required) and not-to-exceed hourly rates for those positions.

To evaluate cost for Award Category 2, the proposals will be evaluated by averaging each states’ proposed hourly rates for all of the positions proposed. The Lead State and Sourcing Team will then assess each Offeror’s highest average hourly rate state and the lowest average hourly rate state.

The Lead State and Sourcing Team will then average the rates submitted for both the highest and lowest states. This average hourly rate will then be ranked where the Offeror with the lowest average hourly rate will receive all 300 cost points, and then the remaining Offers will be ranked based on the normalizing the points per the below calculation:

$$300 \quad \times \quad \frac{\text{Lowest Average Hourly Rate}}{\text{Average Hourly Rate Being Evaluated}}$$

The proposed positions be evaluated by the Lead State and Sourcing Team, and at their discretion determine if each position meets the scope of work. In the event it’s determined that a position does not, it will not be factored in the hourly rate evaluation.

Cost Proposals are subject to an independent review for reasonableness and best value by the Lead State. Costs determined not to be reasonable or best-value by the Lead State may result in all or part of Offeror’s proposal being rejected, notwithstanding the results of the Cost Proposal evaluation.

Evaluation Summary

| Stage | Total Points Possible | Offeror’s Total Points Earned |
|-------------------------------|-----------------------|-------------------------------|
| Technical Criteria Evaluation | 700 | |
| Cost Evaluation | 300 | |
| Total: | 1000 | |

**Request for Proposals for
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Award Selection

The Lead State and Sourcing Team will determine which proposals are advantageous to the Lead State and potential Participating and Purchasing Entities by determining ability to fulfil the requested scope of work and overall best value to those Entities. When determining offerors who are susceptible for award, the state will look for a natural break in scores after offeror responses to the RFP are evaluated. Prior to announcement of awards and execution of Master Agreements, the Lead State will present an award recommendation to the NASPO ValuePoint Executive Council for approval of the proposed awards.

Following approval of the NASPO ValuePoint Executive Council, the Lead State will begin formalization of NASPO ValuePoint Master Agreements. The Lead State reserves the right during contract negotiation of the Master Agreement to adjust terms and conditions that would not (in the Lead State's judgment) have a material effect on price, schedule, scope of work, or risk to the Lead State and Participating States, with materiality defined in terms of the effect on the evaluation and award. The Lead State reserves the right to accept contract or pricing changes that are more favorable to the Lead State.

If no Master Agreement is reached with the apparent awardee, the Lead State may negotiate with other Offerors or elect to make no award under this RFP.