

**Attachment B**  
**Proposal Evaluation Form**

**B.01 Offeror and Proposal Evaluation Committee Member Information**

Offeror's Name \_\_\_\_\_

Proposal Evaluation Committee (PEC) Member Name \_\_\_\_\_

Date of Review \_\_\_\_\_

## B.02 Technical Proposal (20 Percent)

Maximum Point Value for this Section: 2,000 Points

(10,000 Points x 20 Percent = 2,000 Points)

For each topic in the Technical Proposal, to what extent does offeror's solution meet the State's goal of implementing a comprehensive, integrated, browser-based Time and Attendance Solution?

<b>5.02 / 6.02.2 State-Produced Project Outputs</b>	<b>Possible Points: 100</b>	<b>Awarded</b>
<b>5.03 / 6.02.3 Comprehensive Solution</b>	<b>Possible Points: 500</b>	<b>Awarded</b>
<b>6.02.3.1 Overall Solution and Approach</b>		
<b>6.02.3.2 Solution Releases</b>		

**6.02.3.3 Activity Tracking and Labor Costing**

**6.02.3.4 Business Rules and Changes**

**6.02.3.5 Time Collection**

5.04 / 6.02.4 Project Management		Awarded
Possible Points: 350		
6.02.4.1	Overall Project Management	
6.02.4.2	Quality Management Approach	
6.02.4.3	Communication and Agency Outreach Approach	
6.02.4.4	Scope Verification and Control	

<b>6.02.4.5</b>	<b>Risk and Issue Management</b>
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<b>6.02.4.6</b>	<b>Project Meetings and Reporting</b>
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<b>6.02.4.7</b>	<b>Project Work Plan and Schedule</b>
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5.05 / 6.02.5 Design Phase		Awarded
Possible Points: 350		
6.02.5.1	Solution Architecture, Assurance, and Environment Set-up	
6.02.5.2	Workflow	
6.02.5.3	Business Process Modification and Improvement	

5.06 / 6.02.6 Configuration Phase		Awarded
Possible Points: 400		
6.02.6.1	State Infrastructure and Information Technology Standards	
6.02.6.2	Interfaces and Interface Standards	
6.02.6.3	Backup, Recovery, and Archiving	
6.02.6.4	Assurance of Business Continuity	

<b>6.02.6.5</b>	<b>Solution Validation Testing and User Acceptance Criteria and Testing</b>
<b>6.02.6.6</b>	<b>Version Control</b>



5.07 / 6.02.7 Implementation Phase		Awarded
Possible Points: 300		
6.02.7.1	Data Load and Migration Strategy	
6.02.7.2	Overall Training	
6.02.7.3	Technical Knowledge Transfer	
6.02.7.4	Help Desk Approach	

**6.02.7.5      Operational Takeover**

**EVALUATOR'S POINT TOTAL FOR B.02**

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### B.03 Requirements (20 Percent)

Maximum Point Value for this Section: 2,000 Points

(10,000 Points x 20 Percent = 2,000 Points)

For each requirement, evaluate how well the Offeror meets the requirement, considering both level of functionality and degree of customization.

Evaluator Comments	ID/Scores
	<b>ID: 1</b>  <b>Max Points: 18</b>  <b>Score:</b>
	<b>ID: 2</b>  <b>Max Points: 12</b>  <b>Score:</b>
	<b>ID: 3</b>  <b>Max Points: 14</b>  <b>Score:</b>
	<b>ID: 4</b>  <b>Max Points: 12</b>  <b>Score:</b>
	<b>ID: 5</b>  <b>Max Points: 12</b>  <b>Score:</b>

Evaluator Comments	ID/Scores
	ID: 6  Max Points: 12  Score:
	ID: 7  Max Points: 18  Score:
	ID: 8  Max Points: 12  Score:
	ID: 9  Max Points: 14  Score:
	ID: 10  Max Points: 14  Score:
	ID: 11  Max Points: 14  Score:

Evaluator Comments	ID/Scores
	ID: 12  Max Points: 8  Score:
	ID: 13  Max Points: 8  Score:
	ID: 14  Max Points: 12  Score:
	ID: 15  Max Points: 12  Score:
	ID: 16  Max Points: 14  Score:
	ID: 17  Max Points: 14  Score:

Evaluator Comments	ID/Scores
	ID: 18  Max Points: 12  Score:
	ID: 19  Max Points: 12  Score:
	ID: 20  Max Points: 12  Score:
	ID: 21  Max Points: 12  Score:
	ID: 22  Max Points: 12  Score:
	ID: 23  Max Points: 14  Score:

Evaluator Comments	ID/Scores
	<b>ID: 24</b>  <b>Max Points: 12</b>  <b>Score:</b>
	<b>ID: 25</b>  <b>Max Points: 12</b>  <b>Score:</b>
	<b>ID: 26</b>  <b>Max Points: 12</b>  <b>Score:</b>
	<b>ID: 27</b>  <b>Max Points: 14</b>  <b>Score:</b>
	<b>ID: 28</b>  <b>Max Points: 14</b>  <b>Score:</b>
	<b>ID: 29</b>  <b>Max Points: 14</b>  <b>Score:</b>

Evaluator Comments	ID/Scores
	ID: 30  Max Points: 12  Score:
	ID: 31  Max Points: 14  Score:
	ID: 32  Max Points: 14  Score:
	ID: 33  Max Points: 12  Score:
	ID: 34  Max Points: 14  Score:
	ID: 35  Max Points: 14  Score:



Evaluator Comments	ID/Scores
	ID: 36  Max Points: 14  Score:
	ID: 37  Max Points: 14  Score:
	ID: 38  Max Points: 14  Score:
	ID: 39  Max Points: 14  Score:
	ID: 40  Max Points: 14  Score:
	ID: 41  Max Points: 14  Score:

Evaluator Comments	ID/Scores
	ID: 42  Max Points: 20  Score:
	ID: 43  Max Points: 8  Score:
	ID: 44  Max Points: 14  Score:
	ID: 45  Max Points: 14  Score:
	ID: 46  Max Points: 12  Score:
	ID: 47  Max Points: 14  Score:

Evaluator Comments	ID/Scores
	ID: 48  Max Points: 12  Score:
	ID: 49  Max Points: 14  Score:
	ID: 50  Max Points: 14  Score:
	ID: 51  Max Points: 14  Score:
	ID: 52  Max Points: 12  Score:
	ID: 53  Max Points: 14  Score:

<b>Evaluator Comments</b>	<b>ID/Scores</b>
	<b>ID: 54</b>  <b>Max Points: 32</b>  <b>Score:</b>
	<b>ID: 56</b>  <b>Max Points: 6</b>  <b>Score:</b>
	<b>ID: 57</b>  <b>Max Points: 8</b>  <b>Score:</b>
	<b>ID: 58</b>  <b>Max Points: 20</b>  <b>Score:</b>
	<b>ID: 59</b>  <b>Max Points: 14</b>  <b>Score:</b>
	<b>ID: 60</b>  <b>Max Points: 14</b>  <b>Score:</b>

Evaluator Comments	ID/Scores
	ID: 61  Max Points: 12  Score:
	ID: 62  Max Points: 14  Score:
	ID: 63  Max Points: 14  Score:
	ID: 64  Max Points: 6  Score:
	ID: 65  Max Points: 8  Score:
	ID: 66  Max Points: 14  Score:

Evaluator Comments	ID/Scores
	<b>ID: 67</b>  <b>Max Points: 14</b>  <b>Score:</b>
	<b>ID: 68</b>  <b>Max Points: 12</b>  <b>Score:</b>
	<b>ID: 69</b>  <b>Max Points: 14</b>  <b>Score:</b>
	<b>ID: 70</b>  <b>Max Points: 14</b>  <b>Score:</b>
	<b>ID: 71</b>  <b>Max Points: 14</b>  <b>Score:</b>
	<b>ID: 72</b>  <b>Max Points: 6</b>  <b>Score:</b>

Evaluator Comments	ID/Scores
	ID: 73  Max Points: 12  Score:
	ID: 74  Max Points: 12  Score:
	ID: 75  Max Points: 6  Score:
	ID: 76  Max Points: 12  Score:
	ID: 77  Max Points: 12  Score:
	ID: 78  Max Points: 12  Score:

Evaluator Comments	ID/Scores
	<b>ID: 79</b>  <b>Max Points: 12</b>  <b>Score:</b>
	<b>ID: 80</b>  <b>Max Points: 12</b>  <b>Score:</b>
	<b>ID: 81</b>  <b>Max Points: 6</b>  <b>Score:</b>
	<b>ID: 82</b>  <b>Max Points: 6</b>  <b>Score:</b>
	<b>ID: 83</b>  <b>Max Points: 12</b>  <b>Score:</b>
	<b>ID: 84</b>  <b>Max Points: 6</b>  <b>Score:</b>



Evaluator Comments	ID/Scores
	ID: 85  Max Points: 14  Score:
	ID: 86  Max Points: 12  Score:
	ID: 87  Max Points: 14  Score:
	ID: 88  Max Points: 14  Score:
	ID: 89  Max Points: 14  Score:
	ID: 90  Max Points: 12  Score:

Evaluator Comments	ID/Scores
	ID: 91  Max Points: 14  Score:
	ID: 92  Max Points: 14  Score:
	ID: 93  Max Points: 12  Score:
	ID: 94  Max Points: 14  Score:
	ID: 95  Max Points: 12  Score:
	ID: 96  Max Points: 12  Score:

Evaluator Comments	ID/Scores
	<b>ID: 97</b>  <b>Max Points: 12</b>  <b>Score:</b>
	<b>ID: 98</b>  <b>Max Points: 20</b>  <b>Score:</b>
	<b>ID: 99</b>  <b>Max Points: 12</b>  <b>Score:</b>
	<b>ID: 100</b>  <b>Max Points: 12</b>  <b>Score:</b>
	<b>ID: 101</b>  <b>Max Points: 12</b>  <b>Score:</b>
	<b>ID: 102</b>  <b>Max Points: 12</b>  <b>Score:</b>

Evaluator Comments	ID/Scores
	ID: 103  Max Points: 12  Score:
	ID: 104  Max Points: 6  Score:
	ID: 105  Max Points: 12  Score:
	ID: 106  Max Points: 12  Score:
	ID: 107  Max Points: 12  Score:
	ID: 108  Max Points: 12  Score:

Evaluator Comments	ID/Scores
	ID: 109  Max Points: 12  Score:
	ID: 110  Max Points: 8  Score:
	ID: 111  Max Points: 12  Score:
	ID: 112  Max Points: 12  Score:
	ID: 113  Max Points: 12  Score:
	ID: 114  Max Points: 8  Score:

Evaluator Comments	ID/Scores
	<b>ID: 115</b>  <b>Max Points: 12</b>  <b>Score:</b>
	<b>ID: 116</b>  <b>Max Points: 12</b>  <b>Score:</b>
	<b>ID: 117</b>  <b>Max Points: 12</b>  <b>Score:</b>
	<b>ID: 118</b>  <b>Max Points: 14</b>  <b>Score:</b>
	<b>ID: 119</b>  <b>Max Points: 14</b>  <b>Score:</b>
	<b>ID: 120</b>  <b>Max Points: 8</b>  <b>Score:</b>

Evaluator Comments	ID/Scores
	<p><b>ID: 121</b></p> <p><b>Max Points: 12</b></p> <p><b>Score:</b></p>
	<p><b>ID: 122</b></p> <p><b>Max Points: 14</b></p> <p><b>Score:</b></p>
	<p><b>ID: 123</b></p> <p><b>Max Points: 12</b></p> <p><b>Score:</b></p>
	<p><b>ID: 124</b></p> <p><b>Max Points: 14</b></p> <p><b>Score:</b></p>
	<p><b>ID: 125</b></p> <p><b>Max Points: 14</b></p> <p><b>Score:</b></p>
	<p><b>ID: 126</b></p> <p><b>Max Points: 12</b></p> <p><b>Score:</b></p>

Evaluator Comments	ID/Scores
	ID: 127  Max Points: 12  Score:
	ID: 128  Max Points: 12  Score:
	ID: 129  Max Points: 8  Score:
	ID: 130  Max Points: 12  Score:
	ID: 131  Max Points: 8  Score:
	ID: 132  Max Points: 12  Score:



Evaluator Comments	ID/Scores
	ID: 133  Max Points: 6  Score:
	ID: 134  Max Points: 6  Score:
	ID: 135  Max Points: 12  Score:
	ID: 136  Max Points: 6  Score:
	ID: 137  Max Points: 6  Score:
	ID: 138  Max Points: 12  Score:

Evaluator Comments	ID/Scores
	<b>ID: 139</b>  <b>Max Points: 14</b>  <b>Score:</b>
	<b>ID: 140</b>  <b>Max Points: 12</b>  <b>Score:</b>
	<b>ID: 141</b>  <b>Max Points: 12</b>  <b>Score:</b>
	<b>ID: 142</b>  <b>Max Points: 12</b>  <b>Score:</b>
	<b>ID: 143</b>  <b>Max Points: 14</b>  <b>Score:</b>
	<b>ID: 144</b>  <b>Max Points: 14</b>  <b>Score:</b>

Evaluator Comments	ID/Scores
	ID: 145  Max Points: 12  Score:
	ID: 146  Max Points: 14  Score:
	ID: 147  Max Points: 14  Score:
	ID: 148  Max Points: 12  Score:
	ID: 149  Max Points: 14  Score:
	ID: 150  Max Points: 14  Score:

Evaluator Comments	ID/Scores
	ID: 151  Max Points: 14  Score:
	ID: 152  Max Points: 8  Score:
	ID: 153  Max Points: 14  Score:
	ID: 154  Max Points: 14  Score:
	ID: 155  Max Points: 14  Score:
	ID: 156  Max Points: 14  Score:

Evaluator Comments	ID/Scores
	ID: 157  Max Points: 12  Score:
	ID: 158  Max Points: 14  Score:
	ID: 159  Max Points: 14  Score:
	ID: 160  Max Points: 14  Score:
	ID: 161  Max Points: 14  Score:
	ID: 162  Max Points: 12  Score:

**EVALUATOR'S POINT TOTAL FOR B.03**

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#### **B.04 Qualifications and Experience (20 Percent)**

Maximum Point Value for this Section: 2,000 Points

(10,000 Points x 20 Percent = 2,000 Points)

<b>6.04.1 Organization Experience and Qualifications</b>	<b>Possible Points: 500</b>	<b>Awarded</b>
<b>6.04.2 Organization References</b>	<b>Possible Points: 500</b>	<b>Awarded</b>
Reference points calculated by the Procurement Officer based on reference checks.		
<b>6.04.3 Team Organization and Key Staff Credentials</b>	<b>Possible Points: 1,000</b>	<b>Awarded</b>

**EVALUATOR'S POINT TOTAL FOR B.04**

## **B.05 System Demonstration (10 Percent)**

Maximum Point Value for this Section: 1,000 Points

(10,000 Points x 10 Percent = 1,000 Points)

Component scores for the system demonstration will be entered on the combined System Demonstration Script and Score Sheet, and the total transferred to this sub-total line.

**EVALUATOR'S POINT TOTAL FOR B.05** \_\_\_\_\_

## **B.06 Cost Proposal (20 Percent)**

Maximum Point Value for this Section: 2,000 Points

(10,000 Points x 20 Percent = 2,000 Points)

Overall, a minimum of 20 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 2.14.

### **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 2.16.

**PROCUREMENT OFFICER'S POINT TOTAL FOR B.06** \_\_\_\_\_

## **B.07 Alaskan Offeror's Preference (10 Percent)**

Alaskan Bidders receive a 10 Percent overall evaluation point preference.

Point Value for Alaskan Bidders in this Section: 1,000 Points

(10,000 Points x 10 Percent = 1,000 Points)

If an offeror qualifies for the Alaskan Bidder Preference, the offeror will receive an Alaskan Offeror's 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.

**PROCUREMENT OFFICER'S POINT TOTAL FOR B.07 (either 0 or 1,000)** \_\_\_\_\_



## B.08 Summary Totals

Evaluation Section			Points Awarded
B.02	Technical Proposal	(20 Percent)	
B.03	Requirements	(20 Percent)	
B.04	Qualifications and Experience	(20 Percent)	
B.05	System Demonstration	(10 Percent)	
B.06	Cost Proposal	(20 Percent)	
B.07	Alaskan Offeror's Preference	(10 Percent)	

**COMBINED POINT TOTAL FOR ALL SECTIONS**

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