**EVALUATOR SCORING WORKSHEET**

 **(EXAMPLE: May add or delete requirements as needed)**

Evaluators will read the RFP requirements and then review the bidder’s proposal response and assess how well it meets the needs of the State as defined by the RFP.

Evaluator Worksheet will be used by the evaluators. Evaluators will record their score in the shaded box on the Evaluator Worksheet. Scores will be based on the number of points for each Proposal Section, which is provided in the Scoring Range column of the worksheet.

|  |  |
| --- | --- |
| **Bidder Name:** |  |
| **Evaluator Name:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Proposal Section** | **RFP Ref** | **RFP Page #** | **RFP Scoring Requirements** | **Scoring Range** | **Evaluator Score** |
|  |  |  | Part 1.0 Corporate Overview (175) |  |  |
|  |  |  | **Financial Strength** | **0-50** |  |
|  |  |  | Stability of the Organization |  |  |
|  |  |  | **Bidders Corporate Experience** | **0-50** |  |
|  |  |  | * Past Experience with Government Organization, Applicable Programs
 |  |  |
|  |  |  | **Bidders Proposed Personnel/Management Approach Corporate Experience/Personnel** | **0-75** |  |
|  |  |  | * Qualifications of Personnel Assigned to the State’s Project
 |  |  |
|  |  |  | Part 2.0 Technical Approach (400) |  |  |
|  |  |  | * **Understanding of the Project Requirements Including Performance Requirements**
 | **0-50** |  |
|  |  |  | Services to be Performed – Quantity and Quality |  |  |
|  |  |  | **Proposed Development Approach** | **0-75** |  |
|  |  |  | * Overall Approach and Methodology
 |  |  |
|  |  |  | **Technical Requirements** | **0-100** |  |
|  |  |  | * Understanding and Ability to Meet Technical Requirements
 |  |  |
|  |  |  | **Technical Support** | **0-25** |  |
|  |  |  | * Warranty, Maintenance and Support
 |  |  |
|  |  |  | **Detailed Management and Work Plan** | **0-50** |  |
|  |  |  | * Design, Development and Implementation
 |  |  |
|  |  |  | **Deliverables and Due Dates** | **0-50** |  |
|  |  |  | * Ability to Meet Established Timelines
 |  |  |
|  |  |  | **Training** | **0-25** |  |
|  |  |  | * User and Technical Staff
 |  |  |
|  |  |  | **Reports** | **0-25** |  |
|  |  |  | * Standard and Ad Hoc Reports
 |  |  |