# EVALUATION CRITERIA

# RFP NUMBER 101883 O3, Management and Operations of Vending Services at NDCS Locations

# Opening Date: October 1, 2019

Mandatory Requirements

The proposals will first be examined to determine if all mandatory requirements listed below have been addressed to warrant further evaluation. Proposals not meeting mandatory requirements will be excluded from further evaluation. The mandatory requirement items are as follows:

* + 1. Request for Proposal For Contractual Services form, signed in ink;
    2. Corporate Overview;
    3. Technical Approach;
    4. Attachment B, Vending Machine Product List;
    5. Cost Proposal: “Attachment A Cost Proposal and Vending Machines by Location.”

Evaluation Criteria

All responses to this Request for Proposal, which fulfill all RFP requirements, will be evaluated. Each category will have a maximum possible point potential. Areas that will be addressed and scored during the evaluation include:

|  |  |
| --- | --- |
| Evaluation Criteria | Possible Points |
| Part 1 ⎯ Corporate Overview | 100 |
| Part 2 ⎯ Technical Approach | 600 |
| Part 3 ⎯ Cost Proposal: Attachment A, Proposed Monthly Commission Payment (Commission Paid to the State) | 300 |
| Total Points without Oral Interviews | **1000** |
| Oral Interviews, (if required) | 100 |
| Total Points with Oral Interviews | 1100 |

Part 4 – Cost Proposal Points

Cost points should be calculated as follows:

* + 1. Establish highest cost submitted (Sale Price of Items); highest cost submitted for Sale Price of Items receives the maximum points.
    2. To assign points to all others, the following formula should be followed:

**Cost Submitted ÷ Highest Cost Submitted x Maximum Possible Cost Points = Cost Points to Award (see samples below)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Formula** |  | **Sample** |  | **Sample** |  | **Sample** |
| Cost Submitted |  | $200,000 |  | $100,000 |  | $150,000 |
| ÷ Highest Cost Submitted |  | $200,000 |  | $200,000 |  | $200,000 |
| x Maximum Possible Cost Points |  | 150 |  | 150 |  | 150 |
| = Points To Award |  | 150 |  | 75 |  | 112.5 |