# EVALUATION CRITERIA

## RFP NUMBER 5093 Z1 State Park Reservation/Registration, Group Event Planning, Sale, and Revenue Management System

## Opening Date: October 1, 2015

**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. signed Request for Proposal for Contractual Services form;
2. Corporate Overview;
3. Technical Approach; and
4. Cost Proposal.

**Evaluation Criteria**

All responses to this Request for Proposal, which fulfill all mandatory 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 | 190 |
| Part 2 — Technical Approach | 510 |
| Part 3 — Cost Proposal Points | 300 |
| Total Points without Oral Interviews | 1000 |
| Oral Interviews, (if required) | 500 |
| Total Points with Oral Interviews | 1500 |
| | |

**Part 4 – Cost Proposal Points**

Cost points should be calculated as follows:

1. Establish lowest cost submitted – lowest cost submitted receives the maximum points.
2. To assign points to all others, the following formula should be followed:
   **Lowest Cost Submitted ÷ Cost Submitted x Maximum Possible Cost Points = Cost Points to Award (see samples below)**

| | Formula | Sample | Sample | Sample |
|---|---|---|---|---|
| | Lowest Cost Submitted | $100,000 | $100,000 | $100,000 |
| ÷ | Cost Submitted | $100,000 | $200,000 | $150,000 |
| x | Maximum Possible Cost Points | 40 | 40 | 40 |
| = | Points To Award | 40 | 20 | 26.7 |