

EVALUATION CRITERIA

RFP NUMBER 5438 Z1, Lobby Management System (LMS) and Electronic Appointment System (EAS) with Installation and Maintenance/Support; specific to the needs of the Nebraska Department of Motor Vehicles (NDMV)

Opening Date: November 8, 2016

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. Completed Section III;
4. Technical Approach; and
5. 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	50
Part 2 — Technical Approach	550
Part 3 — Cost Proposal Points	400
Total Points without Oral Interviews	1000
Oral Interviews, (if required)	250
Total Points with Oral Interviews	1250

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	400	400	400
= Points To Award	400.0	200.0	266.7