

**RFP Number: 55074-03**

**Problem Gambling Workforce Development Services  
Department of Health and Human Services – Division of Behavioral Health**

**RFP Opening Date: April 28, 2011**

**CRITERIA FOR EVALUATION**

**Please Note: The Evaluation Criteria is included in the RFP, however, it is not recommended that the point system be published in the RFP or given to any bidder until time of proposal opening.**

**Evaluation Criteria**

The evaluation process will be done by a committee of diverse members. The State Purchasing Bureau recommends a minimum of five (5) members. This committee will consist of staff with the appropriate expertise to conduct such proposal evaluations. Purchasing further recommends that the individuals be from various agencies/divisions.

The following areas of consideration will be used in making the selection:

**A. Executive Summary**

Understanding the State's Needs - The contractor's understanding of the needs as specified in the RFP, of the objectives in asking for the services, and of the nature and scope of the work involved;

**B. Corporate Overview**

Contractor Qualifications - The ability of the contractor to meet the requirements of the RFP;

**Professional Personnel**

The competency of professional personnel who will be assigned by the contractor to provide Problem Gambling Helpline services during the contract. Qualifications of professional personnel will be evaluated by education and relevant experience.

**C. Technical Approach**

Soundness of Approach - The proposed method for meeting the proposed RFP technical requirements;

**D. Cost**

Cost will be considered to the extent that the State receives maximum value for the least cost (Recommend Minimum of 40%).

**E. Oral Interviews**

The oral interviews may not be required.

**Evaluation Process**

All proposals will be evaluated using the criteria (a through d) above. The evaluation will be based on the proposals received and oral interviews, if required. The items scored will be used to determine the award.

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**Evaluation Criteria**

**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. Executive Summary;
3. Corporate Overview;
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 — Executive Summary	40
Part 2 — Corporate Overview	60
Part 3 — Technical Approach	200
Part 4 — Cost Proposal Points	100
Total Points without Oral Interviews	400

**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:

$$\text{Lowest Cost Submitted} \div \text{Cost Submitted} \times \text{Maximum Possible Cost Points} = \text{Cost Points to Award (see samples below)}$$

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

# Final Evaluation Document

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<b>EVALUATION CRITERIA</b>	<b>Possible Points</b>	<b>Bidder A</b>	<b>Bidder B</b>	<b>Bidder C</b>	<b>Bidder D</b>	<b>Bidder E</b>
<b>Part 1.0 Executive Summary</b>	<b>40</b>					
<b>Part 2.0 Corporate Overview</b>	<b>60</b>					
<b>Part 3.0 Technical Approach</b>	<b>200</b>					
<b>Part 4.0 Cost Proposal</b>	<b>100</b>					
<b>Total Points without Oral Interviews</b>	<b>400</b>					
<b>Ranking</b>						