

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. 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 a Web Based Motor Vehicle Crash Diagramming System services during the contract. Qualifications of professional personnel will be evaluated by education and relevant experience.

B. Technical Approach

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

C. Cost

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

D. Oral Interviews

The oral interviews will be required.

Evaluation Process

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

RFP NUMBER R54-14

Web Based Motor Vehicle Crash Diagramming System Opening Date: May 5, 2015 at 3:00 PM

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 in ink Request for Proposal for Contractual Services form;
2. Corporate Overview;
3. Technical Approach; including Requirements Traceability Matrix; 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	66
Part 2 — Technical Approach	475
Part 3 — Cost Proposal Points	200
Total Points without Demonstrations	741
Oral Interviews	200
Total Points with Demonstrations	941

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