RFP EVALUATON AND SCORING MANUAL

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# OVERVIEW

This manual defines the evaluation and scoring process and procedures to be applied to proposals received in response to Request for Proposal (RFP #)Z1 for (Description of Service).

Proposals must conform to the specifications described in RFP (RFP #)Z1 and can be found at:

(Agency Web Address) and/or

<http://www.das.state.ne.us/materiel/purchasing/rfp.htm> (mandatory if over $50,000)

The Evaluation Committee should use the forms and scoring sheets provided with this manual. Other guidance to evaluation committee members is available in the Agency Procurement Manual for Services published by AS Materiel Division State Purchasing Bureau and may be found at:

<http://das.nebraska.gov/materiel/purchase_bureau/agency-info.html>

The primary desire of the State for this procurement is to ensure an award will be made based on the highest quality of service that best matches the State’s requirements, at the most economical cost.

## Evaluation Committee - Technical

The agency should establish the evaluation committee(s) and project leader for the Request for Proposal. The technical evaluation committees recommended size is five (5) members with the appropriate expertise to conduct such proposal evaluations, but could be more for some projects.

## Evaluation Committee – Cost

The cost evaluation committees recommended size is two (2) members. One member should complete the cost proposal calculations per the RFP formula; the other member should verify all cost calculations for accuracy.

## Evaluation Committee Meeting

The initial step of the evaluation process will be for the agency project leader to schedule a meeting with all members of the evaluation committee. During this meeting the agency project leader will brief all evaluators on the RFP activities to date, provide instructions about the evaluation process and provide an evaluation schedule.

If SPB processed - The agency project leader is responsible for coordinating the evaluation committee’s activities with the State Purchasing Bureau.

If agency processed - The agency project leader is responsible for coordinating the evaluation committee’s activities.

Evaluation committee members will be required to sign and submit to agency project leader the [“Declaration Concerning Conflict of Interest and Confidential Information” (Exhibit 3.1.)](http://das.nebraska.gov/materiel/purchase_bureau/docs/agency/services/evaluation/Conflict%20of%20Interest%20Declaration%202014%20Services.pdf).

# EVALUATION PROCESS

The evaluation process may include but is not limited to the following ten (10) steps: (These steps may be reordered depending on the proposal evaluation requirements. For example, Best and Final Offers may be required prior to Oral Interviews).

## Screening for Mandatory Requirements:

If SPB processed - After the proposal opening, the State Purchasing Bureau will examine each proposal response to determine if all mandatory requirements, have been met to warrant further evaluation.

If agency processed - After the proposal opening, the agency project leader will examine each proposal response to determine if all mandatory requirements, have been met to warrant further evaluation.

Proposals not meeting the mandatory requirements will be excluded from further evaluation by the agency. [See Agency “RFP Mandatory Requirements Checklist” Exhibit 3.2.](http://das.nebraska.gov/materiel/purchase_bureau/docs/agency/services/forms/MANDATORY%20REQUIREMENTS%20CHECKLIST.xls)

## Preliminary Technical Proposal Evaluations:

Each Evaluation Committee member will **independently score each proposal** in two (2) scoring categories, Corporate Overview and Technical Approach (agencies may add to or change this list). Each category will have a maximum point total as will certain subcategories within each category. [See sample “Evaluator Scoring Worksheet” Exhibit 3.3.](http://das.nebraska.gov/materiel/purchase_bureau/docs/agency/services/forms/EvaluatorScoringWorksheet.docx)

## Cost Evaluation

Cost points must be calculated as follows:

Establish lowest cost submitted – lowest cost submitted receives the maximum points.

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 example 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 |

[See sample “Cost Proposal Evaluation Worksheet” Exhibit 3.4.](http://das.nebraska.gov/materiel/purchase_bureau/docs/agency/services/forms/Cost%20Proposal%20Evaluation%20Worksheet.xlsx)

## Reference Checks:

The State reserves the right to check any reference(s), regardless of the source of the reference information. Information may be requested and evaluated from references, [see sample “Reference Check Worksheet” Exhibit 3.5.](http://das.nebraska.gov/materiel/purchase_bureau/docs/agency/services/evaluation/ReferenceCheckWorksheet.doc). The State reserves the right to use a third party to conduct reference checks. Only top scoring bidders may receive reference checks and negative references may eliminate bidders from consideration for award.

## Initial Evaluation/Ranking:

Following the Technical and Cost proposal evaluation, the project leader will compile the final scores. All committee evaluations will be combined and divided by the total number of evaluators. This will result in an overall technical point score for each bidder. If the Evaluation Committee determines that clarifying information is not required, the evaluation process is complete. The award recommendation will be made to the highest scoring responsive bidder. [See sample “Final Evaluation Document” Exhibit 3.6.](http://das.nebraska.gov/materiel/purchase_bureau/docs/agency/services/forms/Final%20Evaluation%20Document.xlsx)

## Invitations for Oral Interviews:

The Evaluation Committee(s) may conclude after the completion of the Technical and Cost Proposal evaluation that oral interviews/presentations and/or demonstrations are required in order to determine the successful bidder.

The selection of the bidders to make presentations is based on the highest point total when combining the technical scores with the cost scores. Bidders will be ranked based on their initial proposal review score. All bidders may not have an opportunity to interview/present and/or give demonstrations; the State reserves the right to select only the top scoring bidders to present/give oral interviews in its sole discretion.

(In the event of a ranking tie, both bidders will be invited for oral interviews.)

If SPB processed - The agency project leader will work with State Purchasing Bureau to arrange for the oral interviews. See sample “Oral Interview Letters” (Exhibits [3.7.](http://das.nebraska.gov/materiel/purchase_bureau/docs/agency/services/evaluation/OralInterviewLetterVersionOne.doc), [3.8.](http://das.nebraska.gov/materiel/purchase_bureau/docs/agency/services/evaluation/OralInterviewLetterVersionTwo.doc), [3.9.](http://das.nebraska.gov/materiel/purchase_bureau/docs/agency/services/evaluation/OralInterviewLetterVersionThree.doc)) State Purchasing Bureau is responsible for sending the oral interview letters to bidders selected to present. The agency may select the letter that best meets the need of the agency.

If agency processed - The agency project leader will arrange for the oral interviews. See sample “Oral Interview Letters” (Exhibits [3.7.](http://das.nebraska.gov/materiel/purchase_bureau/docs/agency/services/evaluation/OralInterviewLetterVersionOne.doc), [3.8.](http://das.nebraska.gov/materiel/purchase_bureau/docs/agency/services/evaluation/OralInterviewLetterVersionTwo.doc), [3.9.](http://das.nebraska.gov/materiel/purchase_bureau/docs/agency/services/evaluation/OralInterviewLetterVersionThree.doc)).

## Oral Interviews/Presentations and/or Demonstration:

Selected bidders will deliver oral interviews in support of their proposals. The presentation process will allow the bidders to demonstrate their proposal offering, explaining and/or clarifying any unusual or significant elements related to their proposals. Bidders shall not be allowed to alter or amend their proposals. Evaluators will score each presenting bidder based on the criteria and points allowed for the oral interviews. [See sample “Oral Interview Scoring Worksheet” Exhibit 3.10.](http://das.nebraska.gov/materiel/purchase_bureau/docs/agency/services/evaluation/OralInterviewScoringWorksheet.doc).

## Final Evaluation/Ranking with Oral Interviews:

The final award is based on the highest point total. Total score will be determined using the following formula:

(original technical score + oral interview score) + (original cost score) = final total score.

[See “Final Evaluation Document with Oral Interviews” Exhibit 3.11.](http://das.nebraska.gov/materiel/purchase_bureau/docs/agency/services/forms/Final%20Evaluation%20Document%20with%20Oral%20Interviews.xlsx)

If SPB processed - The project leader compiles/documents the final scores and presents to agency director or other party, as required. Upon final determination the final scores and award recommendation is submitted to SPB to complete the “Letter of Intent to Contract” for posting on website (agency website optional).

If agency processed - The project leader compiles/documents the final scores and presents to agency director or other party, as required. Upon final determination the “Letter of Intent to Contract” to the highest scoring bidder along with the final scoring document is submitted to the SPB for posting on website (mandatory if over $50,000) (agency website optional).

In the event of a tie score, the tie shall be resolved in accordance with the State of Nebraska Title 9 Rules and Regulations of the Department of Administrative Services, Materiel Division, i.e. Nebraska vendors shall be given preference. Tie bids involving more than one Nebraska vendor shall be resolved by drawing lots among the Nebraska vendors. A tie score must be resolved before the Priority/Preference process used to determine if a blind person shall receive potential preference pursuant to Neb. Rev. Stat. § 71-8611 can begin.

## Best and Final Offer (BAFO):

The Evaluation Committee(s) may conclude that best and final offers are required. If best and final offers are requested and submitted by the bidders, they will be evaluated using the stated criteria and scored by the Evaluation Committee. **(Bidder should provide its best offer in its original proposal. Bidders should not expect that the State will request a best and final offer).**

If SPB processed - The agency project leader will work with State Purchasing Bureau to arrange for the best and final offers. State Purchasing Bureau is responsible for sending the BAFO letters to bidders.

If agency processed - The agency project leader will arrange for the best and final offers. Agency is responsible for sending the BAFO letters to bidders.

[See sample “Best and Final Offer” letter Exhibit 3.12.](http://das.nebraska.gov/materiel/purchase_bureau/docs/agency/services/forms/BAFOletter.docx)

## Final Scoring/Ranking with Best and Final Offer (BAFO):

The final award is based on the highest point total. Total score will be determined using the following formula:

(original technical score) + (best and final offer cost score) = final total score.

If SPB processed - The project leader compiles/documents the final scores and presents to agency director or other party, as required. Upon final determination the final scores and award recommendation is submitted to SPB to complete the “Letter of Intent to Contract” for posting on website (agency website optional).

If agency processed - The project leader compiles/documents the final scores and presents to agency director or other party, as required. Upon final determination the Letter of Intent to Contract to the highest scoring bidder along with the final scoring document is submitted to the SPB for posting on website (mandatory if over $50,000) (agency website optional).

[See “Final Evaluation Document with Best and Final Offer” Exhibit 3.13.](http://das.nebraska.gov/materiel/purchase_bureau/docs/agency/services/forms/Final%20Evaluation%20Document%20with%20BAFO.xlsx)

In the event of a tie score, the tie shall be resolved in accordance with the State of Nebraska Title 9 Rules and Regulations of the Department of Administrative Services, Materiel Division, i.e. Nebraska vendors shall be given preference. Tie bids involving more than one Nebraska vendor shall be resolved by drawing lots among the Nebraska vendors. A tie score must be resolved before the Priority/Preference process used to determine if a blind person shall receive potential preference pursuant to Neb. Rev. Stat. § 71-8611 can begin.

## Preference for Blind Persons

If a blind person submits a bid in accordance with Neb. Rev. Stat. §71-8611 to a vending services RFP and has checked “yes” to having priority/preference considered in the award of this contract, the following will need to be completed by the State Purchasing Bureau. A final determination must be made on priority/preference by the Materiel Administrator and the State Procurement Manager before the “Intent to Award” can be made/posted.

* Product Price Comparability Determination and a
* Reasonably Equivalent Determination on all other components of the bid, except for “Rent Paid to the State.”

If a blind person submits a bid in response to a vending services RFP and has not checked “yes” indicating they wish to have priority/preference considered in accordance with Neb. Rev. Stat. § 71-8611, no priority/preference shall considered in the award of this contract.

### Product Price Comparability Determination:

(To be completed only if a blind person has checked the blank on the Request for Contractual Services Form to have priority/preference considered in a vending services RFP)

The Product Price Comparability Determination will be determined by requiring all bidders to submit their proposed menu/products with pricing.

A bidder’s proposed menu/product prices will be added up and divided by the number of products offered to get a bidder average menu/product price. The average menu/product price of each bidder will be used to calculate a group average price. The group average price will then be compared to the blind person’s average menu/product price. If the blind person’s individual average menu/product price is no more than 5% above the group average menu/product price then the blind person’s bid prices will be considered comparable.

If it is determined that the blind person’s product price is comparable to all other proposals submitted, then a “Reasonably Equivalent Determination” will need to be completed by the State Purchasing Bureau on all other components of the bid for a contract, except for “Rent Paid to the State.”

If it is determined that the blind person’s product price is not comparable to all other proposals, then preference to the blind person/bidder will not be considered in the award of the contract and the award recommendation will be made to the highest scoring responsive bidder. See sample “Final Evaluation Document” Exhibit 31f.

### Reasonably Equivalent Bid Determination:

(To be completed only if a blind person has checked the blank on the Request for Contractual Services Form to have preference considered in a vending services RFP and the blind person’s proposal was determined to have been comparable in price to all other proposals submitted)

A reasonably equivalent determination on all other components of the bid, except for “Rent Paid to the State,” shall be achieved by determining if the blind person’s total combined points for the Executive Summary, Corporate Overview, and Technical Approach are within 10% of the total combined points for the Executive Summary, Corporate Overview, and Technical Approach of the highest scoring Bidder.

If the blind person’s score is within 10.00% of the highest scoring bidder, then priority/preference shall be given to the blind person and award of the contract will be made to the blind person.

If the blind person’s score is more than 10% away from the highest scoring bidder, then preference to the blind person will not be considered in the award of the contract and the award recommendation will be made to the highest scoring responsive bidder. See sample “Final Evaluation Document” Exhibit 31f.

Once these steps have been completed by a Buyer and Supervisor in the State Purchasing Bureau, a meeting will be scheduled to discuss the results with the Materiel Administrator and the State Procurement Manager before proceeding with posting the Intent to Award to either the highest scoring bidder or if the contract is being awarded with priority/preference given to a blind person per Neb. Rev. Stat. § 71-8611.

# SUPPORTING EXHIBITS

## [Declaration Concerning Conflict of Interest and Confidential Information](http://das.nebraska.gov/materiel/purchase_bureau/docs/agency/services/evaluation/Conflict%20of%20Interest%20Declaration%202014%20Services.pdf)

## [Mandatory Requirements Checklist](http://das.nebraska.gov/materiel/purchase_bureau/docs/agency/services/forms/MANDATORY%20REQUIREMENTS%20CHECKLIST.xls)

## [Evaluator Scoring Worksheet](http://das.nebraska.gov/materiel/purchase_bureau/docs/agency/services/forms/EvaluatorScoringWorksheet.docx)

## [Cost Proposal Evaluation Worksheet](http://das.nebraska.gov/materiel/purchase_bureau/docs/agency/services/forms/Cost%20Proposal%20Evaluation%20Worksheet.xlsx)[[1]](#endnote-1)

## [Reference Check Worksheet](http://das.nebraska.gov/materiel/purchase_bureau/docs/agency/services/evaluation/ReferenceCheckWorksheet.doc)

## [Final Evaluation Document](http://das.nebraska.gov/materiel/purchase_bureau/docs/agency/services/forms/Final%20Evaluation%20Document.xlsx)

## [Oral Interview Letter – Version One](http://das.nebraska.gov/materiel/purchase_bureau/docs/agency/services/evaluation/OralInterviewLetterVersionOne.doc)

## [Oral Interview Letter – Version Two](http://das.nebraska.gov/materiel/purchase_bureau/docs/agency/services/evaluation/OralInterviewLetterVersionTwo.doc)

## [Oral Interview Letter – Version Three](http://das.nebraska.gov/materiel/purchase_bureau/docs/agency/services/evaluation/OralInterviewLetterVersionThree.doc)

## [Oral Interview Scoring Worksheet](http://das.nebraska.gov/materiel/purchase_bureau/docs/agency/services/evaluation/OralInterviewScoringWorksheet.doc)

## [Final Evaluation Document with Oral Interviews](http://das.nebraska.gov/materiel/purchase_bureau/docs/agency/services/forms/Final%20Evaluation%20Document%20with%20Oral%20Interviews.xlsx)

## [Best and Final Offer Letter](http://das.nebraska.gov/materiel/purchase_bureau/docs/agency/services/forms/BAFOletter.docx)

## [Final Evaluation Document with Best and Final Offer](http://das.nebraska.gov/materiel/purchase_bureau/docs/agency/services/forms/Final%20Evaluation%20Document%20with%20BAFO.xlsx)

1. For more information regarding RFP evaluation, refer to the State of Nebraska Procurement Manual [↑](#endnote-ref-1)