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# EVALUATION CRITERIA

# RFP NUMBER (RFP #), (Service Requested)

# Opening Date: (Day, Date, Time)

(Evaluation Criteria sheet to be posted to the website either at the time of RFP Release or with the Intent to Award)

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 (These requirements should be tailored to the procurement and should include mission-critical elements that are needed by the purchasing state agency):

* + 1. Request for Proposal For Contractual Services form, must be signed manually in ink or by DocuSign;
    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:

The following is a sample list - agencies may add to or change as needed. The points for each criterion must total to 100 unless otherwise approved by SPB.

|  |  |
| --- | --- |
| Evaluation Criteria | Possible Points |
| Part 1 ⎯ Corporate Overview (Worth at least 25% of the total points) |  |
| Part 2 ⎯ Technical Approach (Worth at least 25% of the total points) |  |
| Part 3 ⎯ Cost Proposal Points (Worth at least 10% but no more than 20% of the total points) |  |
| Total Points without Oral Interviews | 100 |
| Oral Interviews, (if required) (Recommended not to exceed 20% of the Total Points without Oral Interviews) |  |
| Total Points with Oral Interviews |  |
|  |  |

Part 4 – Cost Proposal Points (Must be worth at least 10% of the allocated points but no more than 20% of the allocated points)

Cost proposal 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 |  | 20 |  | 20 |  | 20 |
| = Points To Award |  | 20.00 |  | 10.00 |  | 13.33 |