

EVALUATION CRITERIA

RFP NUMBER 111760 O3 New Hire Reporting Services Opening Date: May 18, 2022 2:00 PM Central Time

Request for Proposal/Proposal 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. Form C: Original Request for Proposal for Contractual Services form signed manually in ink or by DocuSign;
2. Form B: Notification of Intent to Submit Proposal Form
3. Form A: Bidder Proposal Point of Contact Form
4. Completed Section VI. Corporate Overview;
5. Completed Sections II through VI;
6. Completed Attachment A
7. Completed State Cost Proposal Template.

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	200
Part 2 — Technical Requirements	600
Part 3 — Cost Proposal Points	200
Total Points without Oral Interviews	1000
Oral Interviews, (if required)	500
Total Points with Oral Interviews	1500

Part 3 – 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