

# EVALUATION CRITERIA

## RFP NUMBER 114658 O3 Trauma Registry Opening Date: March 13, 2023

### 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. Form A: Vendor Proposal Point of Contact;
2. Form B: Original Request for Proposal for Contractual Services form signed using an indelible method;
3. Completed Section VI. Corporate Overview ;
4. Completed Sections II through IV (Terms and Conditions, Vendor Duties, and Payment
5. Sections);
6. Completed Attachment B – Business Requirements Traceability Matrix; and
7. Completed State Cost Sheet 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 Approach	952
Part 3 — Cost Proposal Points	175
Total Points without Oral Interviews	1327
Oral Interviews, (if required)	100
Total Points with Oral Interviews	1427

### 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