

# EVALUATION CRITERIA

## Holiday Food Gift Program 116783 O3

### Proposal Requirements

The proposals will first be examined to determine if all requirements listed below have been addressed to warrant further evaluation. Proposals not meeting requirements may be excluded from further evaluation. The proposal requirements items are as follows:

1. Original Request for Proposal for Contractual Services form, signed manually in ink or by DocuSign;
2. Clarity and responsiveness of the proposal;
3. Completed Corporate Overview;
4. Completed Sections II through VI;
5. Completed Technical Approach; and
6. 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	Evaluation
Corporate Overview	30	
Products Submitted	75	
Conformance to Security Packaging	55	
Ability to Meet Timelines and Work Plan	45	
Administrative Fee	20	
Cost Proposal	25	
Total Points without Oral Interviews	250	
Oral Interviews, (if required)	50	
Total Points with Oral Interviews	300	

### Cost Proposal Points

Cot 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:

**Cost Submitted ÷ Lowest Cost Submitted x Maximum Possible Cost Points =  
Rebate Points to Award (see samples below)**

Formula	Sample	Sample	Sample
Cost Submitted	\$100,000	\$200,000	\$150,000
÷ Lowest Cost Submitted	\$100,000	\$100,000	\$100,000
x Maximum Possible Rebate Points	25	25	25
= Points To Award	25		