

# EVALUATION CRITERIA

## RFP NUMBER 118155 O3, EMS/Trauma Information

**Criteria Applies to Both System A (EMS PCR) and System B (Trauma Registry)**  
**Opening Date: February 29, 2024**

### 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. Request for Proposal or Contractual Services form, signed 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 separately for each system. Each category will have a maximum possible point potential. Areas that will be addressed and scored during the evaluation include:

Evaluation Criteria – System A EMS	Possible Points
Part 1 — Corporate Overview	500
Part 2 — Technical Approach	1400
Part 3 — Cost Proposal Points	500
Total Points without Oral Interviews	2,400
Oral Interviews, (if required)	500
Total Points with Oral Interviews	2,900

Evaluation Criteria – System B Trauma	Possible Points
Part 1 — Corporate Overview	500
Part 2 — Technical Approach	1400
Part 3 — Cost Proposal Points	500
Total Points without Oral Interviews	2,400
Oral Interviews, (if required)	500
Total Points with Oral Interviews	2,900

**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:

$$\text{Lowest Cost Submitted} \div \text{Cost Submitted} \times \text{Maximum Possible Cost Points} = \text{Cost Points to Award (see samples below)}$$

	<u>Formula</u>	<u>Sample</u>	<u>Sample</u>	<u>Sample</u>
	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