

# EVALUATION CRITERIA

## RFP NUMBER 120174 O3, Third-party administrator to process payments for claims/ invoices for an incarcerated individual(s) healthcare service. Opening Date: 01/07/2025

### 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. Original Contractual Agreement Form signed manually in ink or by DocuSign.
2. Clarity and responsiveness.
3. Completed Corporate Overview.
4. Completed Sections II thru VI.
5. Completed Attachment A, Bidder Questionnaire; and
6. Completed 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:

Evaluation Criteria	Possible Points
Part 1 — Corporate Overview	20
Part 2 — Attachment A Bidder Questionnaire /Technical Approach	60
Part 3 — Cost Proposal Points	20
Total Points without Oral Interviews	100
Oral Interviews, (if required)	10
Total Points with Oral Interviews	110

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:

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

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