

SOLICITATION EVALUATION CRITERIA

SOLICITATION NUMBER: 120277 O3 REBID, VITAL RECORDS MANAGEMENT SYSTEM

Opening Date: DATE November 21, 2025 - 2:00 pm CST

Mandatory Requirements

The solicitation responses will first be examined to determine if all mandatory requirements listed below have been addressed to warrant further evaluation. Responses not meeting mandatory requirements will be excluded from further evaluation. The mandatory requirement items are as follows:

1. Contractual Agreement Form, must be signed manually in ink or by DocuSign;
2. Corporate Overview;
3. Sections II through IV
4. Functional Specifications; and
5. Technical Specifications
6. Cost Sheet.

Evaluation Criteria

All responses to this solicitation, 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— Functional Specification	30
Part 3 — Technical Specification	30
Part 4 — Cost Sheet	20
Total Points without Vendor Demonstrations	100
Vendor Demonstrations, (if required)	20
Total Points with Vendor Demonstrations	120

Part 4 – Cost Sheet Points

Cost Sheet points should be calculated as follows:

Establish lowest cost submitted – lowest cost submitted receives the maximum points.

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	20	20	20
=	Points To Award	20.00	10.00	13.33