# SOLICITATION EVALUATION CRITERIA

# SOLICITATION NUMBER: 120277 O3,

# VITAL RECORDS MANAGEMENT SYSTEM

# Opening Date: Friday, December 20, 2024 - 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. Technical Response; and
    4. 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 | 25 |
| Part 2 ⎯ Technical Response | 65 |
| Part 3 ⎯ Cost Sheet | 10 |
| Total Points without Oral Interviews | 100 |
| Oral Interviews, (if required) | 10 |
| Total Points with Oral Interviews | 110 |
|  |  |

Part 4 – Cost Sheet Points

Cost Sheet 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 |  | 20 |  | 20 |  | 20 |
| = Points To Award |  | 20.00 |  | 10.00 |  | 13.33 |