

**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)**

	<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	20	20	20
=	Points To Award	20.00	10.00	13.33