

EVALUATION CRITERIA

RFP NUMBER 3977 Z1, Custodial Services

Opening Date: September 25, 2023 at 2:00 PM Central Time

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 for Contractual Services form, signed in ink
2. Corporate Overview
3. Technical Approach; and
4. Cost Proposal.
5. Minimum of 3 references.
6. Any previous state contract performance notices.

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 — Technical Approach	20
Part 3 — Cost Proposal Points	40
Part 3 – Business Reference Response	10
Part 4 – Previous State Contract Performance	10
Total Points Available	100

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:

**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	40	40	40
= Points to Award	40	20	26.7