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# EVALUATION CRITERIA

# RFP NUMBER 5702 Z1, Analysis of Equine Urine and Blood Samples

# Opening Date: November 2, 2017 2:00 p.m. Central Time

Request for Proposal/Proposal Requirements

The proposals will first be examined to determine if all Request for Proposal/Proposal Requirements listed below have been addressed to warrant further evaluation. Proposals not meeting Request for Proposal/Proposal Requirements will be excluded from further evaluation.

* + 1. Original Bidder Signature Page form signed using an indelible method.
    2. Clarity and responsiveness of the proposal;
    3. Completed Corporate Overview;
    4. Completed Section II thorough IV;
    5. Completed Technical Approach; and
    6. Completed State Cost Proposal Template.

Evaluation Criteria

All responses to this Request for Proposal, which fulfill all Request for Proposal/Proposal 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 | 225 |
| Part 2 ⎯ Technical Approach | 1270 |
| Part 3 ⎯ Cost Proposal Points | 700 |
| Total Points without Oral Interviews | 2195 |
| Oral Interviews, (if required) | 100 |
| Total Points with Oral Interviews | 2295 |

Part 3 – 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 |  | 700 |  | 700 |  | 700 |
| = Points To Award |  | 700 |  | 350 |  | 467 |