

EVALUATION CRITERIA

Purchasing Card, Preferred Vendor Card, and Group Travel Card Services RFP NUMBER 5791 Z1, Purchasing Card, Preferred Vendor Card and Group Travel Card Services Opening Date: May 8, 2018

Proposal Requirements

The proposals will first be examined to determine if all requirements listed below have been addressed to warrant further evaluation. Proposals not meeting requirements may be excluded from further evaluation. The proposal requirements items are as follows:

1. Original Request for Proposal for Contractual Services form signed using an indelible method;
2. Clarity and responsiveness of the proposal;
3. Completed Corporate Overview;
4. Completed Sections II through VI;
5. Completed Baseline Functional and Technical Approach (Attachment A); and
6. Completed State Rebate Proposal Template.

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 - Baseline Functional Questionnaire A.1	Pass/Fail
Part 2 - Financial Stability	Pass/Fail
Part 3 - Corporate Overview	200
Part 4 - Baseline Functional and Technical Approach	2090
Part 5 - Agency Specific – Department of Administrative Service	100
Part 6 - Agency Specific – Department of Transportation	100
Part 7 - Agency Specific – University of Nebraska	100
Part 8 - Agency Specific – Nebraska State Colleges	60
Part 9 - Agency Specific – Group Travel Card Services	250
Part 10 - Rebate Proposal Points	1200
Total Points without Oral Interviews	4100
Oral Interviews, (if required)	500
Total Points with Oral Interviews	4600

Part 10 – Rebate Proposal Points

Rebate points should be calculated as follows:

- 1. Establish lowest rebate submitted – highest rebate submitted receives the maximum points.
- 2. To assign points to all others, the following formula should be followed:
Rebate Submitted ÷ Highest Rebate Submitted x Maximum Possible Rebate Points = Rebate Points to Award (see samples below)

	Formula	Sample	Sample	Sample
	Rebate Submitted	\$100,000	\$200,000	\$150,000
÷	Highest Rebate Submitted	\$200,000	\$200,000	\$200,000
x	Maximum Possible Rebate Points	1200	1200	1200
=	Points To Award	600	1200	900