

# EVALUATION CRITERIA REVISION ONE

## RFP NUMBER 5995 Z1, Full Service Case Management Opening Date: April 4, 2019

**Proposal Requirements**

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

1. Request for Proposal For Contractual Services form, signed in ink;
2. Corporate Overview;
3. Completed Sections II through VI;
4. Completed Technical Approach Attachment 6 Business Requirements Matrix;
5. Completed Cost Proposal, and;
6. Completed Attachment 1: Award of Initial Funds

**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	300
Part 2 — Technical Approach	1900
Part 3 — Cost Proposal Points	880
Total Points without Oral Interviews	3080
Oral Interviews, (if required)	460
Total Points with Oral Interviews	3540

**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