

# EVALUATION CRITERIA

## RFP NUMBER 6029 Z1, EMS Training Opening Date: April 3, 2019, 2:00 PM CT

### Request for Proposal (RFP) 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 will be excluded from further evaluation. The requirements are as follows:

1. Request for Proposal For Contractual Services form, signed in ink;
2. Corporate Overview;
3. Completed Bidder Requirements; and
4. Cost Proposal.

### Evaluation Criteria

All responses to this Request for Proposal, which fulfill all 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	150
Part 2 — Technical Approach	600
Part 3 — Cost Proposal Points	250
Total Points without Oral Interviews	1000
Oral Interviews, (if required)	100
Total Points with Oral Interviews	1100

### 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