

EVALUATION CRITERIA

RFP NUMBER 6171 Z1 Flexible Spending Account and COBRA and Retiree Benefits Services

Opening Date: November 14, 2019, 2:00 P.M. 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. Original Request for Proposal for Contractual Services form signed using an indelible method;
2. Clarity and responsiveness of the proposal;
3. Completed Corporate Overview; (Attachment A Bidder Questionnaire)
4. Completed Sections II through VII;
5. Completed Technical Approach; and (Attachment A Bidder Questionnaire)
6. Completed State Cost Proposal.

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	925
Part 2 — Technical Approach	2870
Part 3 — Cost Proposal Points	1500
Total Points without Oral Interviews	5295
Oral Interviews, (if required)	2000
Total Points with Oral Interviews	7295

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