

# EVALUATION CRITERIA

## RFP NUMBER 6249 Z1, Licensure Information System Opening Date: April 9, 2020

### REQUEST FOR PROPOSAL/PROPOSAL REQUIREMENTS

The proposals will first be examined to determine if all requirements listed below have been addressed and whether further evaluation is warranted. Proposals not meeting the requirements may be rejected as non-responsive. The requirements are:

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 Technical Approach: Attachment Two - Functional/Business Requirements Traceability Matrix and Attachment Three - Technical Requirements Traceability Matrix Requirements; and
6. Completed State Cost 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 — Corporate Overview	1400
Part 2 — Business Requirements	6710
Part 2 — Technical Requirements	2120
Part 3 — Cost Proposal Points	3200
Total Points without Oral Interviews	13430
Oral Interviews, (if required)	5910
Total Points with Oral Interviews	19340

### 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:

$$\text{Lowest Cost Submitted} \div \text{Cost Submitted} \times \text{Maximum Possible Cost Points} = \text{Cost Points to Award (see samples below)}$$

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	1000	1000	1000
= Points To Award	1000	500	667