

# EVALUATION CRITERIA

## RFP NUMBER 6494 Z1, Option 2 License Plate Fulfilment System Opening Date:

### 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 Attachment A – Bidder Requirements Option (2); and,
6. Completed State Cost Proposal Template (Option 2).

### Evaluation Criteria

All responses to this Request for Proposal, which fulfill all RFP 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          | 200             |
| Part 2 — Ease of Installation        | 200             |
| Part 3 --- Technical Approach        | 1000            |
| Part 4 — Cost Proposal:              | 600             |
| Total Points without Oral Interviews | <b>2000</b>     |

### Part 4 – Cost Proposal Points

Cost points should be calculated as follows:

1. Establish cost submitted (Sale Price of Items); highest cost submitted for Sale Price of Items 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      |