

# EVALUATION CRITERIA REV 2

## RFP NUMBER 6556 Z1 Merchant Card Services Opening Date: August 10, 2021

### 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 Financial Statement;
5. Completed Sections II through VI;
6. Completed Technical Approach to include Attachment A;
7. 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 — Collateral Requirements	Pass or Fail
Part 2 — Contractor must be a bank	Pass or Fail
Part 3 — Financial Stability	50
Part 4 — Corporate Overview	150
Part 5 — Technical Approach	4,100
Part 6 — Cost Proposal Points	5,000
Total Points without Oral Interviews	9,300
Oral Interviews, (if required)	250
Total Points with Oral Interviews	9,550

### 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	5,000	5,000	5,000
= Points To Award	5,000	2,500	3,333.34