

EVALUATION CRITERIA

RFP NUMBER 6591 Z1, Dental Insurance Opening Date: November 15, 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 in ink or via DocuSign;
2. Clarity and responsiveness of the proposal;
3. Completed Corporate Overview;
4. Completed Sections II through VI;
5. Completed Attachment A – Mandatory Requirements
6. Completed Technical Approach - Attachment B – Technical Requirements; and
7. Completed State Cost Proposal Template.

Evaluation Criteria

All responses to this Request for Proposal, which fulfill all Request for Proposal/Proposal 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	300
Part 2 — Technical Approach	1760
Part 3 — Cost Proposal Points	50
Total Points without Oral Interviews	2110
Oral Interviews, (if required)	500
Total Points with Oral Interviews	2610

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:

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

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	50	40	40
= Points To Award	50	25	33.3