

EVALUATION CRITERIA

RFP 6819 Z1 Fleet Fuel Card Services Opening Date: October 18, 2023

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 manually in ink or via DocuSign;
2. Clarity and responsiveness of the proposal;
3. Completed Corporate Overview;
4. Completed Financial Statements;
5. Completed Sections II through VI;
6. Completed Technical Approach to include Attachment A;
7. Completed State Rebate Proposal Template.

Evaluation Criteria

All responses to this Request for Proposal, which fulfill all 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 — Financial Stability	50
Part 2 — Corporate Overview	150
Part 3 — Technical Approach	1120
Part 4 — Rebate Proposal Points	500
Total Points without Oral Interviews	1820
Oral Interviews, (if required)	250
Total Points with Oral Interviews	2070

Part 4 – Rebate Proposal Points

Rebate should be calculated as follows:

1. Establish largest rebate submitted – largest rebate submitted receives the maximum points.
2. To assign points to all others, the following formula should be followed:
Largest Rebate Submitted ÷ Largest Rebate Submitted x Maximum Possible Rebate Points = Rebate Points to Award (see samples below)

Formula	Sample	Sample	Sample
Rebate Submitted	\$100,000	\$200,000	\$150,000
÷ Largest Rebate Submitted	\$200,000	\$200,000	\$200,000
x Maximum Possible Points	500	500	500
= Points To Award	250	500	375