

# EVALUATION CRITERIA

## RFP NUMBER 6855 Z1

### Individual Liability Travel Card Services

**Opening Date: March 13, 2024**

#### Mandatory Requirements

The proposals will first be examined to determine if all mandatory requirements listed below have been addressed to warrant further evaluation. Proposals not meeting mandatory requirements will be excluded from further evaluation. The mandatory requirement items are as follows:

1. Request for Proposal For Contractual Services form, signed in ink;
2. Attachment A, Form A.1 – Mandatory Requirements;
  - a. Authorized Credit Card Issuer;
  - b. Minimum 5 years’ experience providing credit card services;
3. Financial Stability – Pass/Fail;
4. Executive Corporate Overview;
5. Technical Approach including, but not limited to, Attachment A, Form A.2; and
6. Rebate Proposal – Form A.3

#### 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 – Financial Stability (Pass/Fail)	50
Part 2 – Executive Corporate Overview	150
Part 3 – Technical Approach (Form A.2)	540
Part 4 – Rebate Proposal Points	1000
Total Points without Oral Interviews	1740
Oral Presentations/Demonstrations, (if required)	250
Total Points with Oral Presentations/Demonstrations	1990

#### Part 4 – Rebate Proposal Points (1000 Points)

Rebate points 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 ÷ Rebate Submitted x Maximum Rebate Points = Rebate Points to Award (see samples below)**

Formula	Sample	Sample	Sample
Rebate Submitted	\$25,000	\$15,000	\$20,000
÷ Largest Rebate Submitted	\$25,000	\$25,000	\$25,000
x Maximum Rebate Points	1000	1000	1000
= Points To Award	1000	600	800