

CRITERIA FOR EVALUATION
Nebraska Department of Agriculture
Farm Mediation Service
Request For Proposal

EVALUATION CRITERIA

The evaluation process will be done by a committee of diverse members.

The following areas of consideration will be used in making the selection:

1. Corporate Overview shall include but is not limited to: (40 points)
 - a. the ability, capacity and skill of the bidder to deliver and implement the system or project that meets the requirements of the Request for Proposal;
 - b. the character, integrity, reputation, judgment, experience, and efficiency of the bidder;
 - c. whether the bidder can perform the contract within the specified time frame;
 - d. the quality of bidder performance on prior contracts;
 - e. such other information that may be secured and that has a bearing on the decision to award the contract.
2. Technical Approach - Soundness of Approach - The proposed method for meeting the proposed RFP technical requirements; (40 points)
3. Cost - Cost will be considered to the extent that the State receives maximum value for the least cost (20 points).
4. Oral Interviews – Oral interviews may not be required.

EVALUATION PROCESS

All proposals will be evaluated using the criteria (1 through 3) above. Each evaluator will add the scores for each bidder, and these scores will be tabulated on the scoring form. The scores by all reviewers for all bidders will be tabulated by a Department Administrator. If the Department decides to perform oral interviews, each reviewer will evaluate each oral interview. The maximum score for the oral interview will be 25 points. The scores of the oral interviews will be added to the scores of the written criteria (1 through 3) to determine the award.

A. Bidder Identification Information:

- Is all bidder identification and information provided?
- Does the bidder provide financial statement showing stability and financial strength of the organization and acknowledge any contract terminations for default, convenience, non-performance, non-allocation of funds, or any other reason during the past five years or declare that no such early terminations have occurred?
- Does the bidder provide any anticipated change of ownership?
- Does the bidder provide the office location responsible for performance pursuant to an award of a contract with the State?
- Does the bidder provide description of dealings with the State during the past five years or state that no such contracts exist?
- Does the bidder identify any employee relations to the State or declare that none exist?
- Does the bidder provide information relating to the bidder's or subcontractors' termination of a contract for default during the past five (5) years or declare that none exists?

B. Summary of Bidder's Experience:

Does the bidder provide a summary of its experience, listing the previous projects similar to this RFP in size, scope of work as listed in the RFP, Section VI, A, 1, h, and complexity? The bidder must address the following:

- Bidder must provide narrative descriptions to highlight the similarities between their experience and this Request for Proposal, including:
 - time period of project;
 - scheduled and actual completion dates;
 - contractor's responsibilities;
 - for reference purposes, a customer name (including the name of a contact person, current telephone number, facsimile number and e-mail address); and
 - each project description shall identify whether the work was performed as the prime contractor or as a subcontractor.
- Contractor and subcontractor(s) experience must be listed separately. Narrative descriptions submitted for subcontractors must be specifically identified as subcontractor projects.
- If the work was performed as a subcontractor, the narrative description shall identify the same information as requested for contractor above. In addition, subcontractors shall identify what share of contract costs, project responsibilities, and time period were performed as a subcontractor.

C. Bidder's Proposed Approach

- Does the bidder present a detailed description of its proposed approach to the management of the project, including identifying specific professionals who will work on the project, with a description of the team leadership, interface, and support functions, reporting relationships, and primary work assigned to each person?
- Does the bidder provide resumes for all personnel proposed by the bidder to work on the project?
- Does the bidder list intentions to subcontract any part of its performance? If so, did it provide:
 - (1) name, address and telephone number of the subcontractor(s);
 - (2) specific tasks for each subcontractor;
 - (3) percentage of performance hours intended for each subcontract; and
 - (4) total percentage of subcontractor(s) performance hours

Maximum 25 Points _____

PART 2 – TECHNICAL APPROACH 40 POINTS

- Does the bidder understand the project requirements?
- Does the bidder propose a development approach?
- Does the bidder understand the technical considerations as listed in the RFP, Section VI, A, 2?
- Does the bidder provide a detailed project work plan?
- Does the bidder understand the deliverables required?

Maximum 25 Points _____

PART 3 – COST PROPOSAL POINTS 20 POINTS

Cost points should be calculated as follows:

- Determine lowest cost proposal submitted. That proposal receives maximum points.
- 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	20	20	20
=	Points To Award	20	10	13.3

Maximum 20 Points _____

Evaluator Scoring Worksheet

Evaluators will read the RFP requirements and then review the bidder's proposal response and assess how well it meets the needs of the State as defined by the RFP.

Evaluator Worksheet will be used by the evaluators. Evaluators will record their score in the shaded box on the Evaluator Worksheet. Scores will be based on the number of points for each Proposal Section, which is provided in the Scoring Range column of the worksheet.

Evaluator Worksheet

Bidder's Name: _____

Evaluator's Name: _____

Proposal Section	RFP Ref	RFP Page #	RFP Scoring Requirements	Scoring Range	Evaluator Score
			Part 1.0 Corporate Overview (40)		
			A. Provides bidder's and subcontract(s) identification and bidder's financial statement showing financial stability	0-5	
			B. Bidder's experience and previous similar projects	0-10	
			C. Detailed description of its proposal and resumes of personnel	0-25	
			Part 2.0 Technical Approach (40)		
			• Does the bidder understand the project requirements including performance requirements?	0-20	
			• Does the bidder propose a development approach?	0-10	
			• Does the bidder understand the technical considerations as listed in the RFP, Section IV, E?	0-10	
			Part 3.0 Cost Proposal (20)		
			• Lowest proposal receives maximum points • Assign points to all other using the following formula: <i>Lowest cost submitted ÷ cost submitted x maximum possible points.</i>	0-20	

Total: _____

**REQUEST FOR PROPOSAL NUMBER (###)Z1
MEDIATION SERVICES FOR THE FARM MEDIATION PROGRAM**

Opening Date: June 20, 2024, 2:00 p.m., Central Time

EVALUATION SCORING

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:

- Signed in ink or by DocuSign Request for Proposal (RFP) for Contractual Services Form;
- Corporate Overview;
- Technical Approach; and
- Cost Proposal.

EVALUATION SCORING

All responses to this RFP, 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:

	Possible Points
Part 1.0 – Corporate Overview/Qualifications	40
Part 2.0 – Technical Approach	40
Part 3.0 – Cost Proposal Points	20
Total Points	100

COST PROPOSAL POINTS

Cost Proposal Points should be calculated as follows:

- Establish lowest cost submitted – lowest cost submitted receives the maximum points.
- 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
Divide	Cost Submitted	\$100,000	\$200,000	\$150,000
Times	Maximum Possible Cost Points	20	20	20
Equals	Points to Award	20	10	13.3

RFP NUMBER #XXXXZ1 FINAL EVALUATION SCORING DOCUMENT	Possible Points	Bidder A	Bidder B	Bidder C	Bidder D	Bidder E
Part 1.0 CORPORATE OVERVIEW/QUALIFICATIONS	40					
Part 2.0 TECHNICAL APPROACH	40					
Part 3.0 COST PROPOSAL POINTS	20					
TOTAL POINTS	100					
RANKING						

Evaluation documents.doc