

CRITERIA FOR EVALUATION

Please Note: The Evaluation Criteria is included in the RFP, however, it is not recommended that the point system be published in the RFP or given to any bidder until time of proposal opening.

Evaluation Criteria

The evaluation process will be done by a committee of diverse members. The State Purchasing Bureau recommends a minimum of five (5) members. This committee will consist of staff with the appropriate expertise to conduct such proposal evaluations. Purchasing further recommends that the individuals be from various agencies/divisions.

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

A. Corporate Overview

Contractor Qualifications - The ability of the contractor to meet the requirements of the RFP;

Professional Personnel

The competency of professional personnel who will be assigned by the contractor to assist DED in determining sources and verification methods of Duplication of Benefits (DOB) in the CDBG-CV and CDBG-DR programs. Qualifications of professional personnel will be evaluated by education and relevant experience.

B. Technical Approach

Soundness of Approach - The proposed method for meeting the proposed RFP technical requirements.

C. Cost

Cost will be considered to the extent that the State receives maximum value for the least cost (Recommend Minimum of 40%).

D. Oral Interviews

The oral interviews may not be required.

Evaluation Process

All proposals will be evaluated using the criteria (a through c) above. The evaluation will be based on the proposals received and, if required oral interviews. The items scored will be used to determine the award.

RFP NUMBER 721125 Z1

Assist DED in determining sources and verification methods of Duplication of Benefits (DOB) in the CDBG-CV and CDBG-DR programs

Opening Date: January 6, 2021 at 2:00 PM

Evaluation Criteria

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. Corporate Overview;
3. Technical Approach; and
4. Cost Proposal.

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 — Corporate Overview	50
Part 2 — Technical Approach	100
Part 3 — Cost Proposal Points	50
Total Points without Oral Interviews	200
Oral Interviews, (if required)	50
Total Points with Oral Interviews	250

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:

**Lowest Cost Submitted ÷ Cost Submitted x Maximum Possible Cost Points =
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	50	50
= Points To Award	50	25	33.3

Final Evaluation Document

RFP NUMBER 721125 Z1

Assist DED in determining sources and verification methods of Duplication of Benefits (DOB) in the CDBG-CV and CDBG-DR programs
Opening Date: January 6, 2021 at 2:00 PM

EVALUATION CRITERIA	Possible Points	Bidder A	Bidder B	Bidder C	Bidder D	Bidder E
Part 1.0 Corporate Overview	50					
Part 2.0 Technical Approach	100					
Part 3.0 Cost Proposal	50					
Total Points without Oral Interviews	200					
Oral Interviews, (if required)	50					
Total Points with Oral Interviews	250					
Ranking						