

# EVALUATION CRITERIA

**RFP NUMBER 97463 O3**

**Employee Engagement Consulting and Training**

**Opening Date: September 6, 2018**

**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	300
<i>Includes: Summary of Bidder's Corporate Experience, Contract Performance, Proposed Personnel/Management Approach and other information requested in Proposal Instructions, 2. Corporate Overview</i>	
Part 2 — Technical Approach	400
<i>Includes: All elements described in Section V. Bidder and Proposal Requirements; Contractor Requirements; and Section VI. Proposal Instructions, a) Proposal Submission</i>	
Part 3 — Cost Proposal Points	50
<i>See Cost Proposal within the RFP.</i>	
Total Points without Oral Interviews	<b>750</b>
Oral Interviews, (if required)	250
Total Points with Oral Interviews	<b>1000</b>

**Part 4 – Cost Proposal Points**

Cost points will 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)**

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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	40	40	40
= Points To Award	40	20	26.7