

EVALUATION CRITERIA

RFP NUMBER R208-20

Disadvantaged Business Enterprise Support Services Program (DBE/SSP)

Opening Date: June 2, 2020

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. Completed Sections II through VI;
3. Attachment A Bidder Response Requirements Matrix; and
4. Attachment B 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
Section 1 - Project Planning	950
Section 2 - Corporate Overview	510
Section 3 - Technical Approach	150
Part 4 - Cost Proposal Points	200
Total Points <u>without</u> Oral Interviews	1810
Oral Interviews, (if required)	200
Total Points <u>with</u> Oral Interviews	2010

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	40	40	40
= Points To Award	40	20	26.7