

# SOLICITATION EVALUATION CRITERIA

## SOLICITATION NUMBER: R420-25

### Research Program Outreach and Administrative Assistance

Opening Date: July 21, 2025, 2:00 P.M.

#### Mandatory Requirements

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

1. Corporate Overview;
2. Technical Response;
3. Completed Cost Sheet;
4. Completed Solicitation Sections II through IV; and
5. Contractual Agreement Form signed manually in ink or by DocuSign.

#### Evaluation Criteria

All responses to this solicitation, 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	40
Part 2 — Technical Response	45
Part 3 — Cost	15
Total Points without Vendor Demonstrations	100
Vendor Demonstrations, (if required)	20
Total Points with Vendor Demonstrations	120

#### Part 3 – Cost

Cost points should be calculated as follows, accounting for cost realism and reasonableness:

1. Establish lowest realistic 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	20	20	20
=	Points To Award	20.00	10.00	13.33