

EVALUATION CRITERIA

RFP NUMBER RFP 113737 03, for the purpose of selecting a qualified Bidder to provide services necessary to carry out the functions of the Small Business Assistance Act

Opening Date: January 18, 2023, 2:00 PM

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 manually in ink or by DocuSign;
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/Strategic and Tactical Plan | 175 |
| Part 2 — Technical Approach | 170 |
| Part 3 — Cost Proposal Points | 140 |
| Total Points without Oral Interviews | 485 |
| Oral Interviews, (if required) | 25 |
| Total Points with Oral Interviews | 510 |
| | |

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 | 140 | 140 | 140 |
| = Points To Award | 140 | 70 | 93.3 |

