# EVALUATION CRITERIA

# NDCS HOLIDAY FOOD GIFT PLAN

Proposal Requirements

The proposals will first be examined to determine if all requirements listed below have been addressed to warrant further evaluation. Proposals not meeting requirements may be excluded from further evaluation. The proposal requirements items are as follows:

* + 1. Original Request for Proposal for Contractual Services form, signed;
    2. Clarity and responsiveness of the proposal;
    3. Completed Corporate Overview;
    4. Completed Sections II through VI;
    5. Completed Technical Approach; and
    6. Completed State Cost Proposal Template.

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 |
| Price – See Below | 25 |
| Quality/Variety of Products Submitted | 75 |
| Corporate Overview | 30 |
| Conformance to Security Packaging | 20 |
| Variety of Products Proposed | 15 |
| Ability to Meet Timelines and Work Plan | 40 |
| References | 20 |
| Administrative Fee | 25 |
| **TOTAL POSSIBLE POINTS** | **250** |

Cost Proposal Points

Cot 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:

**Cost Submitted ÷ Lowest Cost Submitted x Maximum Possible Cost Points = Rebate Points to Award (see samples below)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Formula** |  | **Sample** |  | **Sample** |  | **Sample** |
| Cost Submitted |  | $100,000 |  | $200,000 |  | $150,000 |
| ÷ Lowest Cost Submitted |  | $100,000 |  | $100,000 |  | $100,000 |
| x Maximum Possible Rebate Points |  | 25 |  | 25 |  | 25 |
| = Points To Award |  | 25 |  |  |  |  |