



ATTACHMENT 03 RFP EVALUATION PLAN

I. EVALUATION OF PROPOSALS

The determination has been made that an evaluation committee of at least three (3) qualified Government employees approved by the State Procurement Office's (SPO) Procurement Officer, shall evaluate proposals for the NASPO Value Point Master Agreements. The evaluation will be based solely on the evaluation criteria provided in the RFP.

II. INITIAL REVIEW AND AWARD WITHOUT DISCUSSIONS

In the initial phase of the evaluation process, the Lead State will review all proposals timely received. Unacceptable proposals (non-responsive proposals not conforming to RFP requirements) will be eliminated from further consideration.

The Lead State reserves the right to award on receipt of initial proposals without an opportunity for discussion or proposal revision, so Offerors are encouraged to submit their most favorable proposal at the time established for receipt of proposals. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and/or written revisions of proposals.

III. DISCUSSION WITH PRIORITY LISTED OFFERORS

Prior to holding any discussions, a priority list shall be generated consisting of proposals determined to be acceptable or potentially acceptable.

If numerous acceptable and potentially acceptable proposals are submitted, the evaluation committee may limit the priority list to three (3) highest-ranked, responsible Offerors.

The State may invite priority listed Offerors to discuss their proposals to ensure thorough, mutual understanding. The State, in its sole discretion, shall schedule the time and location for these discussions, generally within the timeframe indicated in. The State may also conduct discussions with priority listed Offerors to clarify issues regarding the proposals before requesting Best and Final Offers, if necessary.

While conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing Offerors.

IV. BEST AND FINAL OFFERS

If deemed appropriate by the State in its sole discretion, the State may request priority-listed Offerors to submit its BAFO. The request shall be issued via an Addendum, which will provide guidance and additional instructions. Offerors' BAFO shall be submitted to the Lead State through HlePRO on or before the deadline called for. If an Offeror fails to do so, its last submitted Offer shall be deemed its BAFO.

The BAFOs will be evaluated by the Evaluation Committee taking into consideration the evaluation criteria in Section VII. Evaluation Criteria.



V. COVERAGE

The purpose of this solicitation is to select Contractor(s) who can offer all services for all members participating in the NASPO ValuePoint Cooperative Purchasing Program. Full coverage across the nation is our primary goal. Only proposals submitted for nationwide coverage will be considered.

VI. EVALUATION CRITERIA

The following criteria shall be used in evaluating the Offers:

Table 1 - Evaluation Criteria

Evaluation Category	Evaluation Subcategory	Point Breakdown by Subcategory	Points Possible
Evaluation Criteria 1: Experience, Skills & Qualifications	A. General Company Information	50	
	B. Demonstrated Public Sector Work Experience	75	
	C. Scope of Work - Procurement Life Cycle Project Management Procurement Training Organizational Change Management Grants - Application and Management	150	
	D. Service Assurance	100	
	E. Implementation of NASPO ValuePoint Master Agreement	25	
	Subtotal		400
Evaluation Criteria 2: Management Capability	A. Key Personnel	25	
	B. Management Plan	75	
	Subtotal		100
Evaluation Criteria 3: Technical Scenarios			200
Evaluation Criteria 4: Price			300
Total Possible Points			1000



A. Experience, Skills & Qualifications

Evaluation of subcategories will be based on the completed Offeror Worksheet and any supporting documentation. Offerors will need to describe its experience and capability to respond to public sector work, especially if work has been performed at the State and County level. For Subcategory C, Scope of Work, evaluation will be based on the entire response and not broken down by the lifecycle or each support service. Offeror is expected to be able to provide its experience, skills, and qualifications for each subcategory.

Offers will be evaluated on customer service and policies and procedures an entity has developed and maintained to provide customer satisfaction and good business relationships.

Offer will be evaluated on past experiences as a NASPO ValuePoint Contractor or other cooperative agreements. Even if an Offeror is not a current Contractor or has not held a cooperative agreement, evaluation will be based on the ability to meet this requirement.

B. Management Capability

Past performance is relevant information, for future source selection purposes, regarding a contractor's actions under previously awarded contracts or orders.

A Contractor's previous performance on a contract is an indicator of future performance. Evaluation of any published source may be considered to determine a potential offeror's past performance.

Past performance is a non-cost evaluation factor such as technical excellence, and management capability.

Evaluation of management capability will be based on an Offeror's key personnel.

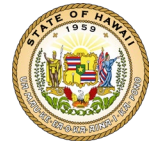
1. Key Personnel

- a. The Lead State has determined that key personnel are made up of the following labor categories: Program Director and Acquisition Support Specialist III. Offeror may submit multiple key personnel teams to support nation-wide coverage.

The Lead State will evaluate the proposed key personnel for those technical and management positions the Offeror considers essential to the successful performance of the contract.

Qualifications and suitability. The Lead State will evaluate the proposed key personnel qualifications and suitability for the proposed position in relation to the work for which they are proposed to perform and areas of responsibility. In evaluating the Key Personnel, the Program Director will be considered more important than other proposed Key Personnel. The qualifications and suitability of the individual key personnel will be evaluated on the following:

- i. Education. The key personnel will be evaluated on their education, training, certifications, experience, and/or licenses. Experience, in lieu of education, may be considered.



- ii. Experience. The key personnel will be evaluated on their relevant experience in performing work similar in scope, size, and complexity for each position.
 - iii. Record of past success and accomplishments. The key personnel will be evaluated on their record of past success, including leadership and other accomplishments, as demonstrated through the resume information and reference checks.
2. **Management Plan.** Offeror will be evaluated on its capability to manage multiple contracts for multiple participating entities. Evaluation will be based the Offeror's response of a clear understanding that states have different needs, varying deadlines, and varying compliance requirements.

C. Technical Scenarios

The Offeror's technical scenario proposal is worth a total of 200 points, 100 points will be awarded to the response for each technical scenario. The Offeror's technical scenario proposal shall be submitted in a narrative format and include the completed task order response sheet, provided in Attachment 08-A-1 and 08-A-2 Task Order Request Forms. Offers shall be evaluated for completeness of the task order, inclusive of the pricing justification for labor categories.

Offeror shall explain its step-by-step process in response to the two scenarios described above. Describe how you will respond to the needs assessment phase and "walk us through" the development of the task order document. After an award is made, explain how the awarded contract will be managed.

D. Price

1. **Labor Categories.** The labor categories shown in this solicitation were developed by using a variety of market research tools, including GSA acquisition support services SIN and were compiled by researching small, medium and large firms across the nation to create the set of labor categories provided in Attachment 02 SCOPE OF WORK, Section VII Minimum Qualifications of Labor Categories.
2. **Hourly Prices.** Offeror shall submit prices that represent fully burdened rates inclusive of all cost factors [e.g. direct labor, indirect labor, G&A (General and Administrative), and profit], excluding travel and other Purchasing Entities' taxes, i.e. sales or general excise tax. Prices shall be submitted in Attachment 09 Labor Categories Price Worksheet and guaranteed for each year as part of the Master Agreement. Offeror shall submit prices for each labor category. The base period (year 1 and 2) shall remain the same. A 3% inflation rate will be considered in optional years (year 3 through 6). Any pricing offered above the 3% inflation rate is unacceptable and not be considered for an award. Requests for additional price adjustment shall not be considered.
3. **Price Evaluation.** The Offeror's price proposal is worth 30% of the total points, which is 300. The Offeror's price proposal shall be submitted on the spreadsheet provided in Attachment 09 Labor Categories Price Worksheet.



- E. **Cost Points Conversion.** In converting cost to points, the Lowest Total Cost will automatically receive the maximum number of points allocated to cost shown in Table 1. The point allocations for cost on the other Offers for each service category will be determined through the method set out in the following formula: $[\text{Lowest Total Cost} \text{ multiplied by maximum points divided by } [\text{Offeror's Proposed Cost}] = \text{Cost Points Awarded}.$

VII. SCORING PROCESS

Evaluators shall score proposals by reviewing the answers provided in Attachment 08 Offeror Response Worksheet and any attached narrative for each of the evaluation criteria above (except for price).

Evaluators shall use a rating of 0 to 5 for each evaluation criteria (category and subcategory). Rating is defined as follows:

- 0- The Proposal fails to address the criterion or cannot be assessed due to missing or incomplete information. Offeror has not demonstrated sufficient knowledge of the subject matter or has grossly failed to explain how requirement(s) is met.
- 1- Poor. The criterion is inadequately addressed, Offeror demonstrates only slight ability to comply, or there are serious inherent weaknesses.
- 2- Fair. The Proposal broadly addresses the criterion, but there are significant weaknesses. May have one or more deficiencies, or Offeror has not adequately explained how its services fit the requirement.
- 3- Good. The Proposal addresses the criterion well; meets the requirement. Demonstrates knowledge and understanding of the subject matter, with no deficiencies noted regarding technical approach.
- 4- Very Good. The Proposal addresses the criterion very well, highly comprehensive. No deficiencies noted.
- 5- Excellent. The Proposal successfully addresses all relevant aspects of the criterion. Excellent reply that goes beyond the requirements listed in the RFP to provide added value. In addition, the response may cover areas not originally addressed within the RFP and/or include additional information and recommendations that would prove both valuable and beneficial to the agency. The response includes a full, clear, detailed explanation of how requirement(s) are met. No errors in technical writing.



The average of each evaluators' rating for each evaluation criteria (category and/or subcategory) shown in Table 1, shall be converted based on the following formula:

<u>Rate Achieved</u> Total Rating Achievable is 5	X	Points Possible (breakdown) for that Criteria (category or subcategory)	= Points Achieved
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For example, there are three evaluation committee members that evaluate and score a proposal criterion (subcategory) for Management Plan as follows:

- Evaluator 1 – 4
- Evaluator 2 – 3
- Evaluator 3 – 4

The average of the three scores is: 3.6666 (rate achieved)

Using the formula

$$3.66666 \text{ divided by } 5 = .733333$$

$$.733333 \times 75 = 55$$

This proposal will receive 55 points for the Management Plan sub-criterion under Management Capability, Criterion 2 (non-priced criterion).

Proposals not scoring at least 420, which is 60% of the non-priced evaluation criteria (Criteria 1, 2 and 3), shall not be considered for evaluation of cost (price) and shall not be considered for award.

After evaluations are completed (including price evaluations), the Lead State and Multistate Sourcing Team will determine which Proposals are most advantageous to the Lead State and potential Participating Entities and Purchasing Entities. Methods used to make this determination may include, but are not limited to, one or more of the following: 1. Identification of a natural break in total scores 2. Identification of a minimum scoring threshold above which Proposers are deemed to be adequately qualified; and 3. Consideration of the optimal number of Contractors required to successfully supply Deliverables to Participating Entities and Purchasing Entities.