



PROPOSAL EVALUATION PROCEDURES

1.1 PROPOSAL EVALUATION PROCEDURES

A group of personnel has been selected to act as a proposal evaluation team. Each member of this team (at least 3 members) will be responsible for evaluating proposals with regard to compliance with RFP requirements. All evaluation personnel will use the evaluation criteria stated in Section 3.2. Upon evaluation of the proposals, the team will determine which proposal(s) offer the best means of servicing the interests of the Commission. The exercise of this discretion will be final.

The procedure for evaluating the proposals against the evaluation criteria will be as follows:

- 1.1.1 Each proposal will be evaluated for adherence to requirements on a pass/fail basis. Proposals that are incomplete or do not conform to proposal submission requirements may be eliminated from consideration.
- 1.1.2 Each proposal will be evaluated on the basis of the categories included in Section 3.2. A point score has been established for each category.
- 1.1.4 Based on the results of this evaluation, the qualifying proposal determined to be best servicing the interests of the State, taking to account all factors, may be selected by the Commission for further action, such as contract negotiations. If, however, the Commission decides that no proposal is sufficiently beneficial to the State, the State may take whatever further action is not possible to complete a contract with the Respondent, the Commission may begin contract preparation with the next qualified Respondent to determine that no such alternate proposal exists.

1.2 EVALUATION CRITERIA

Responses will be reviewed by Commission staff for completeness and compliance with each of the requirements outlined in Section 1. Any questions about omissions from a proposal will be referred to the applicant. If, in the judgment of the Commission, a proposal is late, incomplete or does not adhere to or address the guidelines set forth, the response will be omitted from the review process. The Commission may request revision to proposal and budget prior to approval, award or release of funding. The decision of the Commission is final, and applicant will be notified in writing.

The points associated with each category are indicated following the category name (total maximum points = 103). For further information, please reference Section 3.2.3 below. If one or more of the criteria on which the responses to this RFP will be evaluated are found to be inconsistent with applicable federal laws, regulations or policies, the specific criterion or criteria will be disregarded and the responses will be evaluated and scored without taking into account the criterion or criteria.

Summary of Evaluation Criteria

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business Proposal)	45 available points
3. Cost (Cost Proposal)	40 available points
5. Minority Business Enterprise Subcontractor Commitment <i>(not required for RFP submission)</i>	5 points (1 bonus point is available, see Section 1.2.5)
6. Women Business Enterprise Subcontractor Commitment <i>(not required for RFP submission)</i>	5 points (1 bonus point is available, see Section 1.2.5)
7. Indiana Veteran Business Enterprise (IVOSB) Subcontractor Commitment <i>(not required for RFP submission)</i>	5 points (1 bonus point is available, see Section 1.2.6)
Total	100 (103 if bonus awarded)

All of the proposals will be evaluated using the following approach.

Step 1

Proposals will be evaluated first against Criteria 1 to ensure that they adhere to Mandatory Requirements. Any proposal not meeting the Mandatory Requirements will be disqualified.

Step 2

The proposals that meet the Mandatory Requirements will then be scored based on Criteria 2 and 3 ONLY. This scoring will have a maximum possible score of 85 points with a potential of 5 bonus points if certain criteria are met. All proposals will be ranked on the basis of their combined scores for Criteria 2 and 3 ONLY. This ranking will be used to create a “short list.” Any proposal not making the “short list” will not be considered for further evaluation.

Step 3

The short-listed proposals will then be evaluated based on all of the evaluation criteria outlined in the table above.

The section below describes the different evaluation criteria.

1.2.1 Adherence to Requirements – Pass/Fail

Respondents passing this category move to Phase 2 and proposal is evaluated for Management Assessment/Quality and Price.

The following 2 categories cannot exceed 85 points.

1.2.2 Management Assessment/Quality
45 available points

- History of company, services, experience (15 points)
- Explanation of similar work performed (15 points)
- Description of work to be performed (15 points)

1.2.3 Price
40 available points

Cost scores will then be normalized to one another, based on the lowest cost proposal evaluated. The lowest cost proposal receives a total of 40 points. The normalization formula is as follows.

- *Respondent's Cost Score = (Lowest Cost Proposal/ Cost of Respondent's Proposal) X 40*
 - Example: Three proposals are submitted: \$1,000, \$1,100, \$1,250.
This proposal (Respondent's Proposal) is \$1,100.
Respondent's Cost Score would be calculated as $\$1,000/\$1,100 \times 40 = 36.36$ points.

1.2.5 Minority (5 points) & Women's Business (5 points) Subcontractor Commitment – (10 points)

This is recommended, but not required for RFP submission.

The following formula will be used to determine points to be awarded based on the MBE and WBE goals listed in Section 1.16 of this RFP. Scoring is conducted based on an assigned 10-point, plus possible 2 bonus-points, scale (MBE: Possible 5 points + 1 bonus point, WBE: Possible 5 points + 1 bonus point). Points are assigned for respective MBE participation and WBE participation based upon the BAFO meeting or exceeding the established goals.

If the respondent's commitment percentage is less than the established MBE or WBE goal (which can be found at the following link: <http://www.in.gov/idoa/mwbe/2494.htm>), the maximum points achieved will be awarded according to the following schedule:

%	1%	2%	3%	4%	5%	6%	7%	8%
Pts.	0.625	1.25	1.875	2.5	3.125	3.75	4.375	5.0

NOTE: Fractional percentages will be rounded up or down to the nearest whole percentage. (e.g. 7.49% will be rounded down to 7% = 4.375 pts., 7.5% will be rounded up to 8% = 5.00 pts.)

The respondent with the greatest applicable CUF participation which exceeds the stated goal for the respective MBE or WBE category will be awarded 6 points (5 points plus 1 bonus point). In cases where there is a tie for the greatest applicable CUF participation and both firms exceed the goal for the respective MBE/WBE category both firms will receive 6 points.

1.2.6 Indiana Veteran Owned Small Business Subcontractor Commitment (5 points).

This is recommended, but not required for RFP submission.

The following formula will be used to determine points to be awarded based on the IVOSB goals listed in Section 1.17 of this RFP. Scoring is conducted based on an assigned 5-point, plus possible 1 bonus-point, scale. Points are assigned for IVOSB participation based upon the BAFO meeting or exceeding the established goals.

If the respondent's commitment percentage is less than the established IVOSB goal (which can be viewed at the following link: <http://www.in.gov/idoa/2862.htm>), the maximum points achieved will be awarded according to the following schedule:

%	0%	0.6%	1.2%	1.8%	2.4%	3%
Pts.	-1	1	2	3	4	5

NOTE: Fractional points will be awarded based upon a graduated scale between whole points. (e.g. a 0.3% commitment will receive .5 points and a 1.5% commitment will receive 2.5 points)

The respondent with the greatest applicable CUF participation which exceeds the stated goal for the IVOSB category will be awarded 6 points (5 points plus 1 bonus point). In cases where there is a tie for the greatest applicable CUF participation and both firms exceed the goal for the IVOSB category both firms will receive 6 points.