

Instructions to Evaluators:

Evaluation Approach

Technical proposals should be evaluated first. The technical evaluation will include evaluation of the offeror's: (1) technical ability; (2) past performance (reference checks); (3) financial ability (may or may not be relevant); and (4) interviews with key management staff.

Evaluators should use the attached form to evaluate the technical proposals. Some elements of the technical evaluation will rely on reports from other individuals. For example, evaluators will not need to conduct reference checks; this will be done by the XXX's technical staff. Evaluation of financial documentation will be done by Finance Department. Each will provide a report to the evaluation team so that you can score each proposer.

Thus, complete only the first category or scoring factor (Technical Ability) until these other experts provide their analyses. The final scoring category will be completed after interviews with the vendors.

Scoring Proposals

It is recommended that each evaluator read each proposal first. Then, do your scoring during a second read of each proposal.

In each category, the maximum number of points that can be awarded is listed in the second column. The XXX recommends:

- If an offeror met all the technical standards required in the proposal, one-half of the points should be awarded.
- If a proposer excels in addressing each requirement and offers the XX superior value, award up to the maximum number of points, at the evaluator's discretion.
- If a proposer addresses all technical requirements, but fails to achieve a level of accomplishment in describing how it will perform under the contract, award less than one-half of the points at the evaluator's discretion.

To assist in the evaluation process, we have attached Section XX of the RFP. Section XX contains specific factors that you should use in determining the score to be awarded in each category under Technical Ability.

You may use the attached blank sheet to record key notes during your review. It would be particularly helpful if you added notations regarding superior scores or scores that are lower than average. As the written procurement file will contain both your evaluation score sheet and notes, please return both documents/pages when complete.

**DPOS Information Management System
RFP Evaluation Scoring Sheet**

Evaluation Factor	Points	Proposer Company			
Technical Ability (40%)					
<i>Evaluate this factor based on your review of the technical proposals</i>					
1. Qualifications (20%)	20				
2. Proposed Personnel (20%)	20				
3. Transition Plan (10%)	10				
4. Proposed Management and Operations Plan (20%)	20				
5. Risks and Added Value Assessment (10%)	10				
6. Proposed Maintenance and Equipment Plan (20%)	20				
Subtotal - Technical	100				
Past Performance (20%)					
<i>Evaluate this factor based interviews with references that will be provided</i>					
Reference Checks	50				
Subtotal – Past Performance	50				
Financial Ability (10%)					
<i>May or May not be relevant</i>					
Financial Ability and Risk Ranking	25				
Subtotal – Past Performance	25				
Interviews with Key Staff (30%)					
<i>Evaluate this factor based on vendor interviews.</i>					
Interviews with Key Management Staff	75				
Subtotal – Interviews	75				
Total – All Evaluation Points	250				

Reviewer Name: _____

Title: _____

Reviewer Notes

Use this sheet to record any notes while you read and evaluate proposals. All notes become part of the XX's procurement history file.