ATTACHMENT 1
PROPOSAL EVALUATION FORM

The State will review all proposals for responsiveness and then evaluate using the criteria set out herein.

EVALUATION CRITERIA AND SCORING

Person or Firm Name _____

Name of Proposal Evaluation   _____

Date of Review _____

RFP Title/Number _____

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS CONTRACT IS 100

5.01
Solution Proposed
  Weight *40 Percent*: Maximum Point Value for this Section
  100 Points x *40 Percent = 40 Points*

Rating Scale (*40 POINT* Maximum)	
Point Value	Explanation
0	None. Not addressed or response of no value
1-10	Fair. Limited applicability
11-20	Good. Some applicability
21-30	Very Good. Substantial applicability
31-40	Excellent. Total applicability

The State will evaluate proposals against the questions set out below. Do not assign points to individual questions; instead, award a total score for each evaluation criterion.

[a] How well does the proposed solution meet the functional requirements? How well does it meet the goals of the project?
EVALUATOR'S NOTES _____

_____

[b] How well does the proposed solution meet the technical requirements?
EVALUATOR'S NOTES _____

_____

[c] Has the vendor offered any value-added functionality, products, or services as part of the proposal that demonstrates added value?
EVALUATOR'S NOTES _____

_____

[d] Evaluation of the software licensing options available to the State?
EVALUATOR'S NOTES _____

_____

[e] Do the vendor's software strategies raise any issues or add risk to the State?
EVALUATOR'S NOTES _____

_____

[f] Evaluate the vendor's response to the project approach and professional services requirements. Do
     the proposed services align with the requirements and demonstrate a good understanding of the
     scope required for this project?
EVALUATOR'S NOTES _____

_____

[g] Evaluate the vendor's response to the project management requirements. Has the vendor proposed
     project management services that align with the requirements for this project?
EVALUATOR'S NOTES _____

_____

[h] Evaluate the vendor's response to the training requirements. Does the vendor offer the variety of
     training services that will provide the State with the ability to gain the knowledge required to use and
     support the solution proposed?
EVALUATOR'S NOTES _____

_____

[i] Evaluate the vendor's response to the interface development requirements. Has the offer proposed
     interface development services that align with the requirements for this project?
EVALUATOR'S NOTES _____

_____

[j] Evaluate the vendor's response to the data conversion requirements. Has the offer proposed data
     conversion services that align with the requirements for this project?
EVALUATOR'S NOTES _____

_____

EVALUATOR'S POINT TOTAL FOR 5.01   _____

5.02
Ongoing Support and Maintenance
 Weight *15 Percent*: Maximum Point Value for this Section
 100 Points x *15 Percent* = *15 Points*

Rating Scale (*15 POINT* Maximum)	
Point Value	Explanation
0	None. Not addressed or response of no value
1-4	Fair. Limited applicability
5-8	Good. Some applicability
9-12	Very Good. Substantial applicability
13-15	Excellent. Total applicability

The State will evaluate proposals against the questions set out below. Do not assign points to individual questions; instead, award a total score for each evaluation criterion.

[a] Evaluation of the warranty included with the contract and other warranty options?
EVALUATOR'S NOTES _____

_____

[b] Evaluation of the technical support services included with the contract and other technical support
      options?
EVALUATOR'S NOTES _____

_____

[c] Evaluation of the vendor's software maintenance and upgrade policies?
EVALUATOR'S NOTES _____

_____

[d] How well has the vendor identified its plan for handling customer inquiries and response time to
      inquiries?
EVALUATOR'S NOTES _____

_____

[e] Evaluation of the proposed sales support and customer relationship services and strategies offered?
EVALUATOR'S NOTES _____

_____

EVALUATOR'S POINT TOTAL FOR 5.02   _____

5.03
Experience, Qualifications, and Financial Strength
  Weight *15 Percent*: Maximum Point Value for this Section
  100 Points x *15 Percent = 15 Points*

Rating Scale (*15 POINT* Maximum)	
Point Value	Explanation
0	None. Not addressed or response of no value
1-4	Fair. Limited applicability
5-8	Good. Some applicability
9-12	Very Good. Substantial applicability
13-15	Excellent. Total applicability

The State will evaluate proposals against the questions set out below. Do not assign points to individual questions; instead, award a total score for each evaluation criterion.

Questions regarding the personnel:

[a] Do the individuals assigned to the project have experience on similar projects?
EVALUATOR'S NOTES _____

_____

[b] Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals
     engaged in the work the RFP requires?
EVALUATOR'S NOTES _____

_____

[c] How extensive is the applicable education and experience of the personnel designated to work on the
     project?
EVALUATOR'S NOTES _____

_____

Questions regarding the firm:
[d] Has the firm demonstrated experience in completing similar projects on time and within budget?
EVALUATOR'S NOTES _____

_____

[e] How successful is the general history of the firm regarding timely and successful completion of
     projects?
EVALUATOR'S NOTES _____

_____

[f] If references were required, did the references provide information to verify the satisfactory
     performance of the vendor?
EVALUATOR'S NOTES _____

_____

[g] Has the firm provided letters of reference from previous clients?
EVALUATOR'S NOTES _____

_____

[h] If a subcontractor will perform work on the project, how well does it measure up to the evaluation
      used for the vendor?
EVALUATOR'S NOTES _____

_____

[i]   Does the firm appear to be financially stable?
EVALUATOR'S NOTES _____

_____

EVALUATOR'S POINT TOTAL FOR 5.03   _____

5.04
Contract Cost
  Weight *30 Percent*: Maximum Point Value for this Section
  100 Points x *30 Percent* = *30 Points*

Applying Preference Laws
The cost amount used for evaluation may be affected by the application of North Dakota preference laws (N.D.C.C. § 44-08-01). The preference given to a resident vendor will be equal to the preference given or required by the state of the nonresident vendor (i.e. reciprocal preference).

When evaluating cost proposals from nonresident (out-of-state) vendors, the State will determine whether the vendor's state of residence has a preference law for vendors resident in that state. The State will increase the cost proposal of the nonresident vendor by the same percentage of preference given to vendors resident in that state.

For example, if the state law of the nonresident vendor requires a 5% preference for vendors resident in that state, the procurement officer will increase that vendor's cost proposal by 5% before evaluation.

See http://www.nd.gov/spo/legal/docs/preference-laws.pdf for a list of States Preference Laws or contact the North Dakota State Procurement Office at 701-328-2683.

Converting Cost to Points
After applying any reciprocal preference, the lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined as follows:

Price of Lowest Cost Proposal

Price of Proposal Being Rated   X   Total Points for Cost Available   = Awarded Points

COST PROPOSAL EVALUATION

EVALUATOR'S POINT TOTAL FOR 5.04   _____

NOTES:

Request for Proposal
Evaluation Summary

Name of RFP:		
RFP Number		
Vendor Being Evaluated:		
Evaluator Name:		
Date:		
Solution Evaluation *(Maximum **70 Points**)*	Maximum Points by Category	Score
1. Solution Proposed	*40*	
2. Ongoing Support and Maintenance	*15*	
3. Experience, Qualifications, and Financial Strength	*15*	
Cost Evaluation (Maximum **30 Points**) 1. Make adjustments for reciprocal preference, if necessary. See list of States Preference Laws: http://www.nd.gov/spo/ 2. Calculated points awarded for price. Price of Lowest Cost Proposal Price of Proposal Being Rated X **30 points** = Awarded Points		
8. Cost	*30*	
Total		

Request for Proposal
Evaluation Totals

Name of RFP:							

Name of Vendor:							

Date:							

Technical Evaluation Criteria	*70 POINTS* Maximum	Evaluator	Evaluator	Evaluator	Evaluator	Evaluator
1. Solution Proposed	*40*					
2. Ongoing Support and Maintenance	*15*					
3. Experience, Qualifications, and Financial Strength	*15*					
Evaluator Totals						
Grand Total		Note: Sum of all individual scores.				
Solution Proposal Score		Note: Total of individual points divided by the number of evaluators (*70 POINT MAXIMUM*).				
Cost Propose Score		Note: (*30 POINT MAXIMUM*)				
TOTAL						