

# What's the Score?

## Evaluating RFP Proposals

Presented by

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*Mapping Strategies in Uncertain Times*





# What's the Score? Evaluating RFP Proposals

## Request for Proposal (RFP)

- Evaluation Committee



# What's the Score? Evaluating RFP Proposals

## Overview

- Evaluation Criteria
- Evaluation Guidelines
- Evaluation Scoresheet
- Sample Evaluation



# What's the Score? Evaluating RFP Proposals

| <u>Evaluation Criteria</u>      | <u>Points</u> |
|---------------------------------|---------------|
| ■ Specific Plans or Methodology | 30            |
| ■ Experience and Qualifications | 25            |
| ■ Price                         | 25            |
| ■ Small Business                | <u>20</u>     |
|                                 | 100           |



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## Evaluation Guidelines

- Instructions to committee members
- Steps in evaluation process
- What documentation is required

# **GUIDELINES FOR EVALUATION OF PROPOSALS**

RFP# 00

## **Landscaping Services**

RFP issue date: 11/18/2009

This document is intended as general guidelines to the Request for Proposals (RFP) evaluation committee. As these are general guidelines, changes can apply. All Offerors must be treated fairly and consistently.

### **I. RECEIPT OF PROPOSALS**

- A. Proposals will be received and processed by the Department of \_\_\_\_\_.
- B. The Contract Officer will forward copies of each proposal to the Evaluation Committee Members.
- C. **Throughout the proposal evaluation process, Evaluation Committee members shall not contact any Offeror or reveal any information or tentative conclusions of the relative merits of the proposal(s). Results of the evaluation process are not public information until AFTER AWARD.**

### **II. 1<sup>ST</sup> ROUND INDIVIDUAL EVALUATION:**

- A. Evaluation Committee Members will **individually and independently** (without discussion with other panel members) review each proposal and be prepared to discuss areas of apparent noncompliance, areas needing clarification for each proposal in relationship to the requirements set forth in the RFP, and the strengths and weaknesses of each proposal.
- B. Evaluation Committee Members will assign points, in accordance with the evaluation criteria stated in the RFP, **excluding the criteria for price**. Evaluation Committee Members should also provide comments as to the rationale which resulted in the score, for each proposal. It is very important that there is sufficient documentation for explaining how and why the scores were derived. This documentation should be able to defend the evaluation decisions if questioned. Any viewer of the file, even years later, should be able to review the documentation and be able to determine the basis of the evaluation decisions.



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## Evaluation Scoresheet

- Record scores and rationales
- Organize evaluation
- Justification of award
- Procurement File

|    | A   | B  | D | E | F | G |
|----|---|--|---|---|---|---|
| 1  | <b>EVALUATION SCORE SHEET</b>                                       | 11/18/2009 RFP# 00 Landscaping Services        |   |   |   |   |
| 2  | <b>Date:</b> _____  | <b>Evaluation Committee Member Name:</b> _____ |   |   |   |   |
| 3  | <b>Offeror Name:</b> _____  |  |   |   |   |   |
| 4  | <b><u>EVALUATION CRITERIA:</u></b>                                  |  |   |   |   |   |
| 5  | <b><u>Experience and Qualifications of Offeror: (25 Points)</u></b> |  |   |   |   |   |
| 6  | Including but not limited to:                                       | <u>COMMENTS</u>                                |   |   |   |   |
| 7  |   |  |   |   |   |   |
| 8  |   |  |   |   |   |   |
| 9  |   |  |   |   |   |   |
|    |   |  |   |   |   |   |
| 10 | <b><u>Specific plans or methodology: (30 points)</u></b>            |  |   |   |   |   |
| 11 | Including but not limited to:                                       | <u>COMMENTS</u>                                |   |   |   |   |
| 12 |   |  |   |   |   |   |
| 13 |   |  |   |   |   |   |
| 14 |   |  |   |   |   |   |
|    |   |  |   |   |   |   |
| 15 | <b><u>Price: (25 points)</u></b>                                    |  |   |   |   |   |
| 16 |   | <u>COMMENTS</u>                                |   |   |   |   |
| 17 |   |  |   |   |   |   |
| 18 |   |  |   |   |   |   |
|    |   |  |   |   |   |   |
| 19 | <b><u>Small Business Subcontracting Plan (20 Points)</u></b>        |  |   |   |   |   |
| 20 |   | <u>COMMENTS</u>                                |   |   |   |   |
| 21 |   |  |   |   |   |   |
| 22 |   |  |   |   |   |   |
|    |   |  |   |   |   |   |
| 23 | <b>TOTAL POINTS FOR ALL EVALUATION CRITERIA: _____</b>              |  |   |   |   |   |
| 24 |   |  |   |   |   |   |
| 25 |   |  |   |   |   |   |
| 26 |   |  |   |   |   |   |
| 27 |   |  |   |   |   |   |
| 28 |   |  |   |   |   |   |



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## **Sample Proposal Evaluation**



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**Questions/Comments?**