

RFP Evaluation Considerations

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Course Notice

The policies, procedures, and processes described in this course are only for the procurement of goods and nonprofessional services. In some cases the rules for procuring professional services are different.



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RFP Evaluation Considerations

It's more than just the evaluation criteria!



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Course Agenda

- Evaluation Committee Members
- Evaluation Criteria
- Evaluation Criteria Weights
- Scoring the Small Business Evaluation Criterion
- Evaluation Methodology Options
- Instructions to the Evaluation Committee
- Evaluating the Proposals
- Documenting the File



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Evaluation Committee Members

- Proposals are evaluated by the buyer, contracting officer, or an evaluation team.



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Role of the Evaluation Committee

The role of the Evaluation Committee is to apply the criteria.

“Proposals are evaluated on the basis of the criteria set forth in the RFP, using the scoring weights previously determined.” (*APSPM* 7.3.b)



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Evaluation Criteria

“[A]n evaluation criterion for all contracts in excess of \$100,000 shall be a Small Business Subcontracting Plan (see Annex 7-G) unless the solicitation has been set-aside for small businesses or no subcontractor opportunities exist.” (*APSPM*, 7.2.j)



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Evaluation Criteria

“Price shall be one of the factors considered, but need not be the determining one.”

(*APSPM* 7.2.d)



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Evaluation Criteria Weights

“The criteria to be used in evaluation shall be stated in the RFP, and the weights assigned to them must be included in the RFP or shall be posted in the location used for public posting of procurement notices prior to the due date and time.” (*APSPM 7.2.d*)



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Evaluation Criteria Weights

“A breakout of subcomponent weights need not be listed.” (*APSPM* 7.2.d)



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Scoring the Small Business Evaluation Criterion

If the offeror is a DMBE-certified small business, the offeror . . . shall receive 100% of the points assigned to this evaluation criterion. If the offeror is not a DMBE certified small business, the offeror is required to identify which portions of the requirement is planned to subcontract to DMBE-certified small businesses



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Scoring the Small Business Evaluation Criterion— continued

The maximum number of points available if the offeror is not a DMBE-certified small business is 75% of the points assigned to this evaluation criterion.” (*APSPM*, 7.2.j)



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Scoring the Small Business Evaluation Criterion

“When using numerical scoring, the weight for this evaluation criterion shall be at least 20% of the total evaluation points. If the weight for this criterion exceeds 20%, the weight should be based on the availability or likelihood of subcontracting opportunities for the goods or services being procured.” (*APSPM*, 7.2.j)



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Evaluation Methodology Options

Fixed Weights/Numerical

Adjective Ratings

Color Coding



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Instructions to the Evaluation Committee

Written instructions should be provided to the Evaluation Committee before or at the time they receive the proposals.



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Evaluating the Proposals

Which proposals must be evaluated?



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Evaluating the Proposals

Evaluators may request presentations or discussions with offerors to clarify material in the offerors' proposals in order to determine those fully qualified and best suited.



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Evaluating the Proposals

- Evaluators must score each offer based on the contents of the proposal and any information gleaned from presentations or discussions with the offerors—as well as from information gathered from references, if applicable. (Any information regarding an offeror’s performance during a previous contract with the entity may also be considered.)
- Criteria cannot be altered, added, or deleted at this point.



Evaluating the Proposals

- After initial scoring, the Evaluation Committee may again score offers at any point—before presentations/discussions, after presentations/discussions, after short listing, etc.
- There are several ways to score proposals, but consensus scoring is often recommended.



Evaluating the Proposals

Offeror's Name: _____

Consensus Score Sheet

Date: _____

RFP# 301-10-005

	Criteria	Weight	Score	Wght.ed Score	Comments
1.	Offeror's knowledge of agricultural marketing techniques and sales experience with VA Agricultural and seafood products.	15			
2.	Management experience of principals of the Offeror's organization (cooperatives, associations, etc.) as provided in biographical resumes.	15			
3.	Offeror's proposed operational plans.	35			
4.	Offeror's financial resources available to provide the operations and management services required herein.	15			
5.	Small Business Subcontracting Plan	20			
			TOTAL WEIGHTED SCORE		

Evaluators' Signatures:



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Documenting the File

“During the evaluation phase it may be determined by the evaluation panel that only one offeror is fully qualified, or that one offeror is CLEARLY more highly qualified than the others under consideration. A written determination shall be prepared and retained in the contract file to document the meaningful and convincing facts supporting the decision for selecting only one offeror and negotiating with that offeror. The determination shall be signed by the agency head or designee.” (*APSPM, 7.3.c*)



Documenting the File

“When a provision for receiving best and final offers (BAFO) is included in the RFP, after negotiations, offerors are given the opportunity to submit a best and final offer. . . The offeror’s proposal . . . may be rescored . . . The contract file shall be documented to show the basis for the award, and include the final rescoring of the proposals following negotiation and receipt of best and final offers.” (*APSPM, 7.4.b*)



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Documenting the File

“[O]nce evaluation and negotiations have been completed with selected offeror(s), the agency must prepare a written narrative summarizing the rationale for the ratings that are developed for each proposal negotiated. . . .



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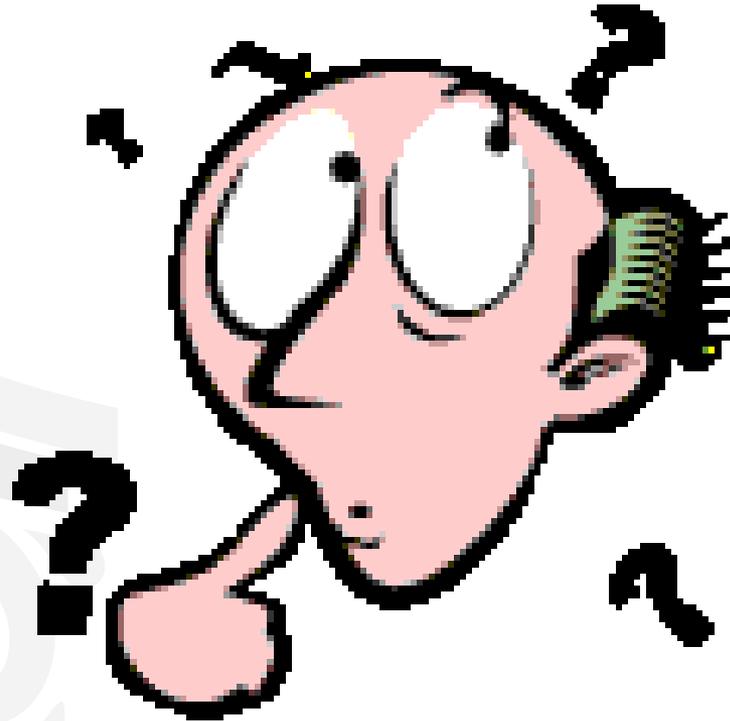
Documenting the File

Once negotiations have been finalized, complete the ‘Summary of Evaluation of Ratings by Criteria Worksheet’ (Annex 7-H) and place in the procurement file. This worksheet for each offeror negotiated with should be a compilation of the evaluation committee’s ratings and not done by or for each committee member.”
(*APSPM, 7.4.c*)



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Questions



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