

Attachment C RFP EVALUATION PLAN

Stage 1: Initial Responsiveness Evaluation. Proposals will be reviewed for completeness and initial responsiveness.

Proposals omitting required documents or responses may be rejected in accordance with Attachment A, RFP Terms and Conditions.

Stage 2: Mandatory Minimum Requirements Evaluation. Complete and responsive proposals will be reviewed for compliance with the following Mandatory Minimum Requirements:

Criteria	Evaluation	Result
Original Equipment Manufacturer	Pass/fail	
Dealer Network	Pass/fail	
References	Pass/fail	
Stage 2 Result:		

Proposals failing to meet or exceed all Mandatory Minimum Requirements may be rejected in accordance with Attachment A, RFP Terms and Conditions.

Stage 3: Technical Criteria Evaluation. Proposals meeting or exceeding the Mandatory Minimum Requirements will be evaluated against the following Technical Criteria:

Criteria	Technical Points Possible	Offeror's Technical Points Earned
Experience and Qualifications	200	
Ability to meet SOW	200	
Warranty and Service	100	
Product Selection/Availability/Value Add items	100	
Implementation and Promotion of the NASPO ValuePoint Master Agreement	100	
Stage 3 Total:	700	

Upon final technical evaluation, all vendors who scored at least 75% of available points will move on to the Stage 4 Cost Evaluation.

Stage 4: Cost Evaluation. Cost Proposals for proposals not rejected following evaluation of Technical Criteria will be evaluated.

PROPOSED COSTS

Cost Item	Lowest Cost	Offeror's Cost	Cost Points Possible	Offeror's Cost Points Earned
Market Basket Evaluation			100	
Discount % Off Evaluation			200	
Total:			300	

- Market Basket Evaluation In this portion of the Cost Evaluation there are 200 points available. The proposed "Extended Price" for the Category will be compared against the other Offerors' Extended Price to the Category. Categories that include sub-categories will first have the Extended Price averaged to

**Request for Proposals for
Ground Maintenance Equipment**

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then arrive at an Extended Price for the Category, and then applied in the cost evaluation. The formula for calculating cost points earned for this portion is $\text{Lowest Extended Price} / \text{Offeror's Extended Price} \times 200$. The Lead State reserves the right to modify this formula and/or assign a nominal value to "0" cost values if application of the formula results in an error, negative numbers, or an unreasonably skewed distribution of points

- b. **Discount % Off Evaluation** In this portion of the Cost Evaluation there are 100 points available. The proposed discount percentages (%) will be averaged across each category to determine the highest average discount % off. The highest average discount % will be used as a baseline to assign the available cost points to the other vendors. The formula for calculating cost points earned for this portion is $\text{Offeror's Average Discount} / \text{Highest Average Discount} \times 100$. The Lead State reserves the right to modify this formula and/or assign a nominal value to "0" cost values if application of the formula results in an error, negative numbers, or an unreasonably skewed distribution of points

At the Lead State's discretion, points earned in the Cost Proposal evaluation may be normalized and scaled to award the Offeror earning the highest total cost score the maximum number of cost points possible.

Evaluation Summary

Stage	Total Points Possible	Offeror's Total Points Earned
Technical Criteria Evaluation	700	
Cost Evaluation	300	
Total:	1,000	

Award Selection

All Offerors earning a minimum of 600 points combined from the Technical Criteria Evaluation and Cost Evaluation will be eligible for a Master Agreement award. The proposal of any Offeror not earning the minimum of 600 points combined from the Technical Criteria Evaluation and Cost Evaluation will be rejected.

The Lead State and Multistate Sourcing Team will then determine which proposals are most advantageous to the Lead State and potential Participating Entities and Purchasing Entities. Methods used to make this determination may include, but are not limited to, one or more of the following:

- Identification of a natural break in total scores
- Consideration of the optimal number of Contractors required to successfully supply Deliverables to Participating Entities and Purchasing Entities

Prior to announcement of awards and execution of Master Agreements, the Lead State will present an award recommendation to NASPO ValuePoint for approval of the proposed awards.

Following approval of NASPO ValuePoint and the Commonwealth of Virginia, a public Notice of Intent will be posted on [Virginia Business Opportunities \(cgieva.com\)](http://Virginia Business Opportunities (cgieva.com)) for a minimum of 10 days.