

Request for Proposal (RFP) Evaluation

EVALUATION PROCESS OVERVIEW

All proposals are evaluated in a manner consistent with the Utah Procurement Code and all applicable rules, policies, procedures, and guidelines.

The evaluation process consists of the following steps:

- A. Formation of an Evaluation Committee
- B. Responsive Determination.
- C. Responsible Determination.
- D. Technical Evaluation
- E. Cost Evaluation.
- F. Composite score computation.
- G. Award Notification.

THE EVALUATION COMMITTEE

The Evaluation Committee is a committee of individuals approved by the buyer to perform the technical evaluation of submitted proposals. The evaluation committee will consist of at least three individuals.

The committee members should be familiar with, and may have assisted in establishing, the specifications and the rating criteria that were included in the RFP.

RESPONSIVE DETERMINATION

The buyer will review the proposals to confirm that they conform to the requirements outlined in the RFP. Non-responsive proposals (those that do not conform to the RFP requirements) will be eliminated from consideration.

RESPONSIBLE DETERMINATION

In determining whether an offer is responsible, the buyer may evaluate various factors such as financial resources; experience; organization; technical qualifications; available resources; record of performance; integrity; judgment; ability to perform successfully under the terms and conditions of the contract; etc. Proposals from vendors found to not be responsible will be eliminated from consideration.

TECHNICAL EVALUATION

- A. The RFP committee members will evaluate the proposals using the criteria listed in the solicitation. This is called a technical evaluation. The cost evaluation is a separate process and the cost proposal portion of the RFP responses will be removed by the buyer before the committee begins the technical evaluation.
- B. The RFP committee members will meet with the buyer to discuss the evaluation process and to sign an evaluator agreement. All evaluators must declare any potential conflicts of interest and certify that they will keep the information contained in the proposals confidential, conform to

the ethical requirement, and abide by all applicable laws, policies, procedures, and guidelines regarding the evaluation of proposals.

- C. The RFP Evaluation Score Sheet will be used by each committee member for the technical evaluation. If a vendor submits alternate proposals, they are considered separate proposals and should be evaluated as such. The committee members will complete a score sheet for each proposal being evaluated.
- D. Each committee member will evaluate each proposal individually. Brief notes should be made on the RFP Evaluation Score Sheet justifying the ratings given. After evaluating and rating all of the proposals, the score sheets must be sent to the buyer who will calculate the total technical score.
- E. If more than one stage is included in the RFP, passing the required criteria for each stage allows the proposal to continue to the next stage. After each stage of technical evaluation is completed, the rating sheets are sent to the buyer. The buyer will review the technical evaluations for each proposal and calculate the total technical score for each proposal.
- F. If the committee decides to meet with vendors, they must work with the buyer to setup the meetings. During the meetings, they must do the following:
 - a. Ensure that each vendor receives fair and equal treatment.
 - b. Establish a schedule for the discussions.
 - c. Ensure that information in each proposal and information gathered in discussions is not shared with other vendors.
 - d. Ensure that auction tactics are not used.
 - e. Cost proposals will not be discussed during these meetings.

COST EVALUATION

After the technical evaluations have been completed, the buyer will perform a cost evaluation of each proposal and assign a cost score to each proposal. The buyer may solicit help from the committee when evaluating cost proposals.

COMPOSITE SCORE COMPUTATION

The buyer will combine the technical score and the cost score to create a composite score for each proposal. The buyer will then create a list of all the proposals and scores in order from highest to lowest. The list and the cost proposals will then be distributed to the committee for review. Once the cost proposals have been distributed to the committee, no changes can be made to the technical evaluation. After reviewing cost, the committee may decide, if they have not previously done so, to request Best and Final offers. If the committee decides to solicit best and final offers, it will be done according to section G under Technical Evaluation.

BEST AND FINAL OFFERS

If the committee decides to request best and final offers, the buyer will prepare a request for best and final offers.

- A. The list of vendors may be restricted based on their technical score, such as the top five vendors or all vendors with a composite score of 80 or more, etc.

- B. If a vendor does not submit a best and final offer, their original offer is treated as their best and final offer.
- C. The cost evaluation will be performed on the results of the Best and Final proposals.

AWARD NOTIFICATION

Award shall be made to the vendor whose proposal received the highest composite score and, if applicable, passed the cost-benefit analysis. If the committee does not agree with the award, the RFP can be canceled.