Using the table below, provide a list of the evaluation factors used in scoring the procurement, the total number of points available for each factor, and the number of points awarded to each respondent for each evaluation factor. The total number of points awarded to each respondent should be provided at the bottom of this table.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | |  | Respondents Points Awarded | | |
| LIST OF EVALUATION FACTORS | DEFINITION OF FACTORS | WEIGHT OF FACTOR percentage | EXPLANATION  OF WEIGHT ASSIGNED | Proposal | Proposal | Proposal | Proposal |
| The plan for performing required services | A detailed narrative including ideas, procedures, strategies, action plans, milestones, and timelines that will be utilized to achieve the specific outcome(s) identified in the solicitation for services. | See RFP | Why amount of points was assigned to this criterion? | 20 | 23 | 21 | 23 |
| Ability to perform the services as reflected by technical training and education, general experience, specific experience in providing the required services, and the qualifications and abilities of personnel proposed to be assigned to perform the services | A detailed narrative that demonstrates the skills, expertise, means, capability, and capacity to successfully perform the services identified in the solicitation, including certifications, demonstrated proficiency, competencies, and records of past performance of proposed staff that will be assigned to perform the services. |  |  | 12 | 17 | 16 | 20 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | Respondents Points Awarded | | |
| LIST OF EVALUATION FACTORS | DEFINITION OF FACTORS | WEIGHT OF FACTOR percentage | EXPLANATION  OF POINTS  ASSIGNED | Proposal | Proposal | Proposal | Proposal |
| The personnel, equipment, and facilities to perform the services currently available or demonstrated to be made available at the time of contracting | A detailed narrative that demonstrates possession of adequate machinery, apparatus, appliances, technical instruments, and facilities to perform the service identified in the solicitation. The narrative should include statements regarding the respondent's commitment and the staff’s availability to perform the services identified in the solicitation within the timeframe specified in the solicitation. |  |  | 18 | 17 | 17 | 20 |
| A record of past performance of similar work | A detailed narrative providing written evidence of successful completion of previous work that is of the same type or closely resembles the service identified in the solicitation. |  |  | 8 | 10 | 10 | 8 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | Respondents Points Awarded | | |
|  |  |  |  |  |  | | |
| LIST OF EVALUATION FACTORS | DEFINITION OF FACTORS | WEIGHT OF FACTOR percentage | EXPLANATION  OF POINTS  ASSIGNED | Proposal | Proposal | Proposal | Proposal |
| Price | Documentation of and methodology for calculation or the price formula used and the assessment of fees that will be charged to complete the services identified in the solicitation. The pricing structure should conform to the specifications contained in the solicitation. | 25% |  | 25 | 18.25 | 20.75 | 23.50 |
| Additional (optional) factors listed | Definition provided by agency: |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Total Points Awarded |  | 100% |  | 83.00 | 85.25 | 84.75 | 94.50 |