



Attachment 05a 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 00, *Solicitation*.

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

Criteria	Evaluation	Result
Bidder identified the category, or categories, for which their proposal is being submitted under	Pass/fail	
Bidder proposed a lead to be assigned to the cooperative agreement, and the lead has a minimum of five (5) years of experience leading public sector engagements. Identified in Attachment 04, <i>Bidder Information Questionnaire</i>	Pass/fail	
Bidder has proposed resources, as outlined in Attachment 01, <i>Scope of Work</i> , Section III. 3. D., and the proposed resources meet the identified minimum requirements	Pass/fail	
Bidder provided two (2) projects examples per proposed category, that have occurred within the past five (5) years. Additionally, those projects are relevant to the category it was provided under.	Pass/fail	
Stage 2 Result:		

Proposals failing to meet or exceed all Mandatory Minimum Requirements may be rejected in accordance with Attachment 00, *Solicitation*.

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

Cooperative Lot Only		
Criteria	Technical Points Possible	Bidder's Technical Points Earned
Experience, Qualifications, and Capabilities	25	
Scope of Work	20	
National Coverage	10	
Quality Assurance & Service Delivery	10	
Technology	5	
Stage 3 Total:		70

NYS Only – MWBE and SDVOB Lot		
Criteria	Technical Points Possible	Bidder's Technical Points Earned
Experience, Qualifications, and Capabilities	25	
Scope of Work	20	
State Coverage	10	
Quality Assurance & Service Delivery	10	
Technology	5	

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Stage 3 Total:	70	
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Stage 4: Cost Evaluation. Cost Proposals following evaluation of Technical Criteria will be evaluated on a formulaic basis. The **Total Blended Hourly Rate** identified in the Attachment 06, *Cost Proposal* completed by Bidders will be compared against other Bidder within the same proposal lot.

PROPOSED COSTS

Cost Item	Lowest Cost	Bidder's Cost	Cost Points Possible	Bidder's Cost Points Earned
Total Blended Hourly Rate			30	
Total:			30	

The formula for calculating cost points earned for Proposed Costs is **Lowest Cost / Bidder's Cost x Cost Points Possible**. The Lead State reserves the right to exclude any unbalanced, unrealistic or inordinately low or high bids from the cost evaluation calculation if, in the judgment of OGS, the bid would skew the results.

Bidders are required to complete all the worksheets for the categories being proposed, on the cost proposal with Attachment 06, *Cost Proposal*. Cost Proposals specific to the categories will be evaluated only against cost proposals from the same category (i.e. Only cost proposals for Management & Operational will be evaluated against other cost proposals for Management & Operational).

Evaluation Summary

Stage	Total Points Possible	Bidder's Total Points Earned
Technical Criteria Evaluation	70	
Cost Evaluation	30	
Total:		100

Award Selection

Master Agreements will be awarded to the highest scoring Bidders, up to the identified number of awards, in both of the lots in each of the six categories, provided that each Bidder also earned a minimum of sixty (60) points combined from the Technical Criteria Evaluation and Cost Evaluation. Awards will be issued by category under the specific lot. The breakdown for the anticipated number of awards by lot and category is below:

	A.	B.	C.	D.	E.	F.
LOT 1	Management & Operational	Digital Operations	Human Resources & Workforce Development	Public Safety	Legal & Compliance	Environmental & Sustainability
MWBE & SDVOB Lot (NY Only- For Projects not exceeding discretionary threshold, currently \$1.5 million or less)	3 Awards	3 Awards	3 Awards	3 Awards	3 Awards	3 Awards



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The MWBE & SDVOB Lot is designed for entities who are Minority- and Women-Owned Business Enterprises or Service-Disabled Veteran-Owned Business, as certified by the State of New York. Bidders shall be required to respond appropriately with Attachment 04 – Bidder Information and Questionnaire and Attachment 05 – Bidder Response Worksheet. Bidders who propose under this lot may also propose providing services under the Cooperative Lot. Bidders who propose under this lot should take note, and respond accordingly, to specific prompts or requirements throughout the attachments of this solicitation. Bidders awarded under this lot will have the opportunity to make their awarded Master Agreements available for use through the NASPO ValuePoint cooperative program. However, NASPO ValuePoint may, in its discretion, remove a Lot 1 Master Agreement from participation in the NASPO ValuePoint cooperative program if, after two (2) years from execution, utilization does not warrant continued cooperative administration. If removed from the NASPO ValuePoint cooperative program, this decision does not impact New York State agreement with Lot 1 bidders and the Master Agreement will remain in full force and effect for the State of New York and its authorized users, subject to its terms and conditions.

	A.	B.	C.	D.	E.	F.
LOT 2	Management & Operational	Digital Operations	Human Resources & Workforce Development	Public Safety	Legal & Compliance	Environmental & Sustainability
Cooperative Lot	8 Awards	8 Awards	8 Awards	8 Awards	8 Awards	8 Awards

The Cooperative Lot is intended to be the operative lot of awards to be utilized by participating entities through the NASPO ValuePoint Master Agreements. Bidders should note of requirements that request information about the Bidder ability to meet the needs of a national cooperative and respond accordingly. Bidders who respond to this lot and are also New York-certified MWBEs or SDVOBs are eligible to propose under both lots.

* The Lead State and the Multistate Sourcing Team reserve the right to issue more awards than identified above, if it is in the best interest of the State and NASPO ValuePoint cooperative to do so. An example of this may be to have coverage for the entire United States and/or territories. The Lead State and Multistate Sourcing Team also reserve the right to offer awards, in lot-specific categories where there is a lack of coverage, to Bidders provide services under that same category in a different lot.

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

Following mutual agreement of the Lead State and NASPO ValuePoint the Lead State Notification of Tentative Contract award(s) shall consist of written notice to that effect by OGS to a selected Bidder, who shall execute a Contract upon a determination by OGS that the Bidder is responsive and responsible. Non-awardees will also be notified that their Bid was not selected for award.

1. In accordance with Section 112 of the New York State Finance Law, a Contract resulting from this Solicitation shall not be valid, effective or binding upon the State until such Contract has been approved by the Office of the New York State Comptroller (“OSC”). Purchase orders or other procurement transactions issued under such Contract(s), by New York State authorized users, may also be subject to OSC approval.

