ATTACHMENT 1
PROPOSAL EVALUATION FORM

The State will review all proposals for responsiveness and then evaluate using the criteria set out herein.

EVALUATION CRITERIA AND SCORING

Person or Firm Name ___________________________________________________________

Name of Proposal Evaluation _____________________________________________________

Date of Review ________________________________________________________________

RFP Title/Number _____________________________________________________________

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS CONTRACT IS 100

5.01
Solution Proposed
Weight 40 Percent: Maximum Point Value for this Section
100 Points x 40 Percent = 40 Points

<table>
<thead>
<tr>
<th>Rating Scale (40 POINT Maximum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Point Value</td>
</tr>
<tr>
<td>0</td>
</tr>
<tr>
<td>1-10</td>
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<tr>
<td>11-20</td>
</tr>
<tr>
<td>21-30</td>
</tr>
<tr>
<td>31-40</td>
</tr>
</tbody>
</table>

The State will evaluate proposals against the questions set out below. Do not assign points to individual questions; instead, award a total score for each evaluation criterion.

[a] How well does the proposed solution meet the functional requirements? How well does it meet the goals of the project?
EVALUATOR'S NOTES

[b] How well does the proposed solution meet the technical requirements?
EVALUATOR'S NOTES

[c] Has the vendor offered any value-added functionality, products, or services as part of the proposal that demonstrates added value?
EVALUATOR'S NOTES
[d] Evaluation of the software licensing options available to the State?
EVALUATOR'S NOTES

[e] Do the vendor’s software strategies raise any issues or add risk to the State?
EVALUATOR'S NOTES

[f] Evaluate the vendor’s response to the project approach and professional services requirements. Do the proposed services align with the requirements and demonstrate a good understanding of the scope required for this project?
EVALUATOR'S NOTES

[g] Evaluate the vendor’s response to the project management requirements. Has the vendor proposed project management services that align with the requirements for this project?
EVALUATOR'S NOTES

[h] Evaluate the vendor’s response to the training requirements. Does the vendor offer the variety of training services that will provide the State with the ability to gain the knowledge required to use and support the solution proposed?
EVALUATOR'S NOTES

[i] Evaluate the vendor’s response to the interface development requirements. Has the offer proposed interface development services that align with the requirements for this project?
EVALUATOR'S NOTES

[j] Evaluate the vendor’s response to the data conversion requirements. Has the offer proposed data conversion services that align with the requirements for this project?
EVALUATOR'S NOTES

EVALUATOR'S POINT TOTAL FOR 5.01
5.02
Ongoing Support and Maintenance
Weight 15 Percent: Maximum Point Value for this Section
100 Points x 15 Percent = 15 Points

<table>
<thead>
<tr>
<th>Point Value</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>None. Not addressed or response of no value</td>
</tr>
<tr>
<td>1-4</td>
<td>Fair. Limited applicability</td>
</tr>
<tr>
<td>5-8</td>
<td>Good. Some applicability</td>
</tr>
<tr>
<td>9-12</td>
<td>Very Good. Substantial applicability</td>
</tr>
<tr>
<td>13-15</td>
<td>Excellent. Total applicability</td>
</tr>
</tbody>
</table>

Rating Scale (15 POINT Maximum)

The State will evaluate proposals against the questions set out below. Do not assign points to individual questions; instead, award a total score for each evaluation criterion.

[a] Evaluation of the warranty included with the contract and other warranty options?
EVALUATOR'S NOTES ____________________________________________________________________  
____________________________________________________________________________________

[b] Evaluation of the technical support services included with the contract and other technical support options?
EVALUATOR'S NOTES ____________________________________________________________________  
____________________________________________________________________________________

[c] Evaluation of the vendor's software maintenance and upgrade policies?
EVALUATOR'S NOTES ____________________________________________________________________  
____________________________________________________________________________________

[d] How well has the vendor identified its plan for handling customer inquiries and response time to inquiries?
EVALUATOR'S NOTES ____________________________________________________________________  
____________________________________________________________________________________

[e] Evaluation of the proposed sales support and customer relationship services and strategies offered?
EVALUATOR'S NOTES ____________________________________________________________________  
____________________________________________________________________________________

EVALUATOR'S POINT TOTAL FOR 5.02 __________________________
5.03
Experience, Qualifications, and Financial Strength
Weight 15 Percent: Maximum Point Value for this Section
100 Points x 15 Percent = 15 Points

<table>
<thead>
<tr>
<th>Rating Scale (15 POINT Maximum)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Point Value</strong></td>
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<td>5-8</td>
</tr>
<tr>
<td>9-12</td>
</tr>
<tr>
<td>13-15</td>
</tr>
</tbody>
</table>

The State will evaluate proposals against the questions set out below. Do not assign points to individual questions; instead, award a total score for each evaluation criterion.

**Questions regarding the personnel:**

[a] Do the individuals assigned to the project have experience on similar projects?
EVALUATOR'S NOTES ________________________________________________________________

[b] Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the RFP requires?
EVALUATOR'S NOTES ________________________________________________________________

[c] How extensive is the applicable education and experience of the personnel designated to work on the project?
EVALUATOR'S NOTES ________________________________________________________________

**Questions regarding the firm:**

[d] Has the firm demonstrated experience in completing similar projects on time and within budget?
EVALUATOR'S NOTES ________________________________________________________________

[e] How successful is the general history of the firm regarding timely and successful completion of projects?
EVALUATOR'S NOTES ________________________________________________________________

[f] If references were required, did the references provide information to verify the satisfactory performance of the vendor?
EVALUATOR'S NOTES ________________________________________________________________
[g] Has the firm provided letters of reference from previous clients?
EVALUATOR'S NOTES

[h] If a subcontractor will perform work on the project, how well does it measure up to the evaluation used for the vendor?
EVALUATOR'S NOTES

[i] Does the firm appear to be financially stable?
EVALUATOR'S NOTES

EVALUATOR'S POINT TOTAL FOR 5.03
5.04  
**Contract Cost**  
Weight **30 Percent**: Maximum Point Value for this Section  
100 Points x **30 Percent = 30 Points**

**Applying Preference Laws**  
The cost amount used for evaluation may be affected by the application of North Dakota preference laws (N.D.C.C. § 44-08-01). The preference given to a resident vendor will be equal to the preference given or required by the state of the nonresident vendor (i.e. reciprocal preference).

When evaluating cost proposals from nonresident (out-of-state) vendors, the State will determine whether the vendor’s state of residence has a preference law for vendors resident in that state. The State will increase the cost proposal of the nonresident vendor by the same percentage of preference given to vendors resident in that state.

For example, if the state law of the nonresident vendor requires a 5% preference for vendors resident in that state, the procurement officer will increase that vendor’s cost proposal by 5% before evaluation.


**Converting Cost to Points**  
After applying any reciprocal preference, the lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined as follows:

\[
\text{Price of Lowest Cost Proposal} \times \text{Price of Proposal Being Rated} \times \text{Total Points for Cost Available} = \text{Awarded Points}
\]

**COST PROPOSAL EVALUATION**

**EVALUATOR'S POINT TOTAL FOR 5.04**

__________________________

**NOTES:**
<table>
<thead>
<tr>
<th>Name of RFP:</th>
<th></th>
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<tbody>
<tr>
<td>Vendor Being Evaluated:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluator Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
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</tr>
<tr>
<td><strong>Solution Evaluation</strong> <em>(Maximum 70 Points)</em></td>
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</tr>
<tr>
<td>1. Solution Proposed</td>
<td>40</td>
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</tr>
<tr>
<td>2. Ongoing Support and Maintenance</td>
<td>15</td>
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</tr>
<tr>
<td>3. Experience, Qualifications, and Financial Strength</td>
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<tr>
<td><strong>Cost Evaluation</strong> <em>(Maximum 30 Points)</em></td>
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<td>2. Calculated points awarded for price.</td>
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<tr>
<td>Price of Lowest Cost Proposal</td>
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<tr>
<td>Price of Proposal Being Rated</td>
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<tr>
<td><strong>Total</strong></td>
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<td>Technical Evaluation Criteria</td>
<td>70 POINTS Maximum</td>
<td>Evaluator</td>
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</tr>
<tr>
<td>1. Solution Proposed</td>
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<td>15</td>
<td></td>
</tr>
</tbody>
</table>

Evaluator Totals

Grand Total  
Note: Sum of all individual scores.

Solution Proposal Score  
Note: Total of individual points divided by the number of evaluators (70 POINT MAXIMUM).

Cost Propose Score  
Note: (30 POINT MAXIMUM)

TOTAL