

# Evaluating Requests for Proposals

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*2022 Agency Purchasing Conference*



# Process/Law Changes to Help You

## Relaxes RFP Requirements to Speed Up Process (2018)

- Allows agencies to select the best product by comparing vendor proposals against one another and considering best in class solutions that exceed the specifications.

# Objectives

- Better understand the role of the RFP evaluation committee in the evaluation process
- Better understand the basis for awarding contracts utilizing the RFP method of procurement

# Evaluating an RFP

- To determine which vendor can provide the service at the best value to the state of West Virginia

# Evaluation Criteria

- Proposals are evaluated based on criteria set forth in the solicitation and information contained in the proposals
- The technical evaluation will be based upon the point allocations designated below for a total of 70 of the 100 points
- Cost represents 30 of the 100 total points

## Evaluation Point Allocation:

### Project Goals and Proposed Approach

- Approach & Methodology to Goals/Objectives (#) Points Possible
- Approach & Methodology to Compliance with Mandatory Project Requirements (#) Points Possible

### Qualifications and experience

- Qualifications and Experience Generally (#) Points Possible
- Exceeding Mandatory Qualification/Experience Requirements (#) Points Possible

(Oral interview, if applicable) (#) Points Possible

Total Technical Score: 70 Points Possible

Total Cost Score: 30 Points Possible

**Total Proposal Score: 100 Points Possible**

# Evaluation Criteria

- Only paper or faxed bids accepted
- Online proposals prohibited
  - Sealed bids
  - Cost exposed (no way to hide cost once opened)

# Evaluation Criteria: *Mandatory Requirements*

- Failure to meet a mandatory requirement will result in disqualification
- Cross comparison on Meeting Mandatory Allowed
  - Vendor should describe how it meets or exceeds all the mandatory requirements
  - Best in class receives full points; points deducted from other vendor proposals as long as base mandatory requirement is met
  - Scores Included in technical score

# Technical Evaluation

- Committee Member Independent Review
  - Re-review RFP document
- Check mandatory requirements
- Review and independently score proposals
  - All proposals start with a perfect score
  - Deductions taken for deficiencies
  - Deductions also taken if cross comparison results in better or worse solution



# Technical Evaluation

- If there was a mandatory pre-bid meeting, did highest scoring vendor attend?
- If an addendum was issued for the solicitation, did they sign the Addendum Acknowledgement form?
- Did the vendor propose alternate terms and conditions?
  - If so, a signed WV96 will need to be provided prior to award.

# Technical Evaluation

- Collective Committee Member Evaluation Review
  - Discuss mandatory requirements
- Review independent scoring for each proposal
  - Discuss scores and reasons why score is appropriate
- Determine consensus score

# Technical Evaluation

- Oral presentations
  - If established by the Agency in the Schedule of Events, all Vendors participating in the RFP will be required to provide an oral presentation
- Permitted for clarification only
  - May not alter, add, subtract, or otherwise modify the content of the vendor's proposal
- Agency may have set guidelines for oral interview/demonstration

# Minimum Acceptable Score

- Determine which vendors meet the minimum acceptable score, known as MAS
  - 70% of the technical points available
  - 49 points in most typical RFPs
- Vendors not meeting MAS or failing to meet a mandatory specification are disqualified
- Contact your Purchasing Division Buyer prior to disqualification

# Finalizing the Technical Evaluation

- Final evaluation signed by all voting members
- Submitted to the Purchasing Division
  - Buyer reviews for:
    - Clarity and consistency in deductions
    - Content
    - Scores (whole numbers)

# Finalizing the Technical Evaluation

- Best Value Committee Review
- Cost opening
  - All cost bids are opened (FOIA/bid disclosure laws)
  - Only those vendors who meet the minimum acceptable score will have their cost considered

# Cost Opening

**Step 1:** Lowest Cost of All Proposals / Cost of Proposal Being Evaluated = Cost Score Percentage

**Step 2:** Cost Score Percentage X Points Allocated to Cost Proposal = **Total Cost Score**

Example:

Proposal 1 Cost is \$1,000,000

Proposal 2 Cost is \$1,100,000

Points Allocated to Cost Proposal is 30

Proposal 1: Step 1 –  $\$1,000,000 / \$1,000,000 =$  Cost Score Percentage of 1 (100%)  
Step 2 –  $1 \times 30 =$  Total Cost Score of 30

Proposal 2: Step 1–  $\$1,000,000 / \$1,100,000 =$  Cost Score Percentage of 0.909091 (90.9091%)  
Step 2 –  $0.909091 \times 30 =$  Total Cost Score of 27.27273

# The Final Evaluation

- Add cost scores to technical scores
  - Show all math
  - Double check for accuracy
- Final consensus evaluation submitted to the Purchasing Division
  - Signed by all voting members
- Submit to the Purchasing Division for Final Best Value Committee review and award



# Contract Management

- Purchasing Division Procedures Handbook, Section 6.5
- For contracts of commodities and services exceeding \$1 million, the following contract management procedures apply:
  - Post award conferences: Ensure a clear and mutual understanding of all contract terms and conditions and the respective responsibilities of all parties
  - Monitoring: Measure outcomes, monitor compliance with contract requirements, and assess contractor performance
  - Reports: Status reports and activity reports

# Effective Evaluations



- A good evaluation can help:
  - Avoid protests
  - Prevent cancellations
  - Keep your name and/or project name out of the media
- Reduce bias and/or the appearance of impropriety
  - Ethics
  - Impartiality



**ANY  
QUESTIONS?**

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