

Mike's  
Eval.

Snavey

Keitu

**SECTION FIVE - EVALUATION CRITERIA AND CONTRACTOR SELECTION**

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

**5.01 Understanding of the Project**

18/20

10/20

*Twenty Percent (20%)* of the total possible evaluation points will be assigned to this criterion.

Proposals will be evaluated against the questions set out below:

- [a] Has the offeror demonstrated a thorough understanding of the purpose and scope of the project?
- [b] How well has the offeror identified pertinent issues and potential problems related to the project?
- [c] Has the offeror demonstrated an understanding of the deliverables the State expects it to provide?
- [d] Has the offeror demonstrated an understanding of the State's time schedule and can meet it?
- [e] Is the proposal submitted responsive to all material requirements in the RFP?

**5.02 Methodology Used for the Project – Proposed Work Approach**

14/15

4/15

*Ten Percent (15%)* of the total possible evaluation points will be assigned to this criterion.

Proposals will be evaluated against the questions set out below:

- [a] Does the methodology depict a logical approach to fulfilling the requirements of the RFP?
- [b] Does the methodology match and achieve the objectives set out in the proposal?
- [c] Does the methodology interface with the time schedule in the proposal?
- [d] Does the methodology have provisions for quality assurance?
- [e] Does it appear that offeror can meet the schedule set out in the RFP?
- [f] Has the contractor gone beyond the minimum tasks necessary to meet the objectives of the RFP?
- [g] Is the proposal practical, feasible, and within budget?

**5.03 Experience, Qualifications, and Financial Strength**

*Twenty Percent (20%)* of the total possible points will be assigned to this criterion.

20/20

8/20

If the RFP required a minimum amount of experience or qualifications, no points will be awarded for meeting the minimum. Points will be awarded for experience and qualifications that exceed the stated minimums.

Proposals will be evaluated against the questions set out below.

**Questions regarding the personnel:**

- [a] Do the individuals assigned to the project have experience on similar projects?
- [b] Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the RFP requires?

[c] How extensive is the applicable education and experience of the personnel designated to work on the project?

**Questions regarding the firm:**

[d] Has the firm demonstrated experience in completing similar projects on time and within budget?

[e] How successful is the general history of the firm regarding timely and successful completion of projects?

[f] If references were required, did the references provide information to verify the satisfactory performance of the vendor?

[g] Has the firm provided letters of reference from previous clients?

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

[i] If company financial statements were required, does the firm appear to be financially stable?

**5.04 Quality of Written Proposal**

5/5

2/5

**Five Percent (5%)** of the total possible evaluation points will be assigned to this criterion.

Proposals will be evaluated against the questions set out below:

[a] How well is the written proposal presented?

[b] How well is the proposal completely and clearly defined?

[c] Is the organization of the written proposal clear?

**5.05 Contract Cost**

**Forty Percent (40%)** of the total possible evaluation points will be assigned to cost.

Any prompt payment discounts terms proposed by the offeror will not be considered in evaluating cost. The cost amount used for evaluation may be affected by the application of North Dakota preference laws (North Dakota Century Code Section 44-08-01). 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 evaluated according to the method set forth in the Proposal Evaluation form attached to this RFP.

40/40

40/40

---

97/100

---

64/100

## Request for Proposal

## Evaluation Summary

Name of RFP: <i>Keitu Engineers &amp; Consultants, Inc.</i>		
RFP Number		
Vendor Being Evaluated:		
Evaluator Name: <i>Patrick Fahn</i>		
Date:		
Technical Evaluation (Maximum 60 Points)	Maximum Points by Category	Score
1. Understanding of the Project	20	8
2. Methodology of the Project	15	5
3. Experience, Qualifications, and Financial Strength	20	5
4. Quality of Written Proposal	5	2
<b>Cost Evaluation (Maximum 40 Points)</b>  1. Make adjustments for reciprocal preference, if necessary. See list of States Preference Laws: <a href="http://www.state.nd.us/csd/spo/resources.html">http://www.state.nd.us/csd/spo/resources.html</a>  2. Calculated points awarded for price.  <u>Price of Lowest Cost Proposal</u> Price of Proposal Being Rated X 40 points = Awarded Points		
8. Cost	40	39.69
Total		59.69

**Request for Proposal**

**Evaluation Summary**

Name of RFP: <i>Snarely King Majoras O'Connor &amp; Lee, Inc.</i>		
RFP Number		
Vendor Being Evaluated:		
Evaluator Name: <i>Patrick Fahn</i>		
Date:		
Technical Evaluation (Maximum 60 Points)	Maximum Points by Category	Score
1. Understanding of the Project	20	16
2. Methodology of the Project	15	10
3. Experience, Qualifications, and Financial Strength	20	12
4. Quality of Written Proposal	5	4
<b>Cost Evaluation (Maximum 40 Points)</b> 1. Make adjustments for reciprocal preference, if necessary. See list of States Preference Laws <a href="http://www.state.nd.us/csd/spo/resources.html">http://www.state.nd.us/csd/spo/resources.html</a> 2. Calculated points awarded for price  $\frac{\text{Price of Lowest Cost Proposal}}{\text{Price of Proposal Being Rated}} \times 40 \text{ points} = \text{Awarded Points}$		
8. Cost	40	40
Total		82

## Request for Proposal

## Evaluation Summary

Name of RFP: 06-525		
RFP Number		
Vendor Being Evaluated: Snarely King		
Evaluator Name: Annette Bendis		
Date: 1/31/07		
Technical Evaluation (Maximum 60 Points)	Maximum Points by Category	Score
1. Understanding of the Project	20	18
2. Methodology of the Project	15	10
3. Experience, Qualifications, and Financial Strength	20	20
4. Quality of Written Proposal	5	5
Cost Evaluation (Maximum 40 Points)		
1. Make adjustments for reciprocal preference, if necessary. See list of States Preference Laws: <a href="http://www.state.nd.us/csd/spo/resources.html">http://www.state.nd.us/csd/spo/resources.html</a>		
2. Calculated points awarded for price.		
$\frac{\text{Price of Lowest Cost Proposal}}{\text{Price of Proposal Being Rated}} \times 40 \text{ points} = \text{Awarded Points}$		
8. Cost	40	40
Total		93

**Request for Proposal**

**Evaluation Summary**

Name of RFP: 06-525		
RFP Number		
Vendor Being Evaluated: Kertu		
Evaluator Name: Annette Bonduri		
Date: 11/31/07		
Technical Evaluation (Maximum 60 Points)	Maximum Points by Category	Score
1. Understanding of the Project	20	10
2. Methodology of the Project	15	8
3. Experience, Qualifications, and Financial Strength	20	10
4. Quality of Written Proposal	5	3
<b>Cost Evaluation</b> (Maximum 40 Points)		
1. Make adjustments for reciprocal preference, if necessary. See list of States Preference Laws: <a href="http://www.state.nd.us/csd/spo/resources.html">http://www.state.nd.us/csd/spo/resources.html</a>		
2. Calculated points awarded for price.		
Price of Lowest Cost Proposal Price of Proposal Being Rated X 40 points = Awarded Points		
8. Cost	40	30
Total		61