



## RFP PROPOSAL EVALUATION INSTRUCTIONS

### CONFIDENTIALITY

Thank you for your participation in the evaluation for this Request for Proposal (RFP). To allow the same opportunity for all, each potential respondent is provided the same information and is subject to the same requirements and deadlines.

To preserve the integrity of this highly controlled process, all who are involved, either directly or indirectly, must keep all aspects of the process and the proposals confidential.

Only the MHEC contract administrator will be allowed to communicate with potential respondents. On the RFP due date, only the names of the respondents will be available. Proposals are not available for review by anyone other than the evaluation team until after the award is made.

### INDIVIDUAL SCORING

**Step One:** Review all proposals. Take notes, make comments and/or prepare questions for discussion.

**Step Two:** Score proposals. Each committee member will initially score proposals independently from the other members. Score each proposal based on the criteria established in the RFP. Proposals must be evaluated solely on the stated criteria listed in the RFP. A custom scoring sheet has been created to assist you in the process of awarding and totaling points for each of the respondent's proposals.

When awarding points in each area, consider the following descriptive guide:

Points	Guidance
10	Couldn't imagine a better response
9-8	Excellent, insightful response
7-6	More than adequate response
5-4	Adequate response, no special insights
3-2	Inadequate response
1-0	Totally inadequate response
0	No response given

## EVALUATION COMMITTEE MEETINGS

**Step Three:** Once the proposals have been evaluated and scored by individual committee members, the entire committee will meet to discuss the proposals and arrive at the final scoring. Meeting minutes will be taken including the date, time, place of meeting, a list of the evaluation committee members in attendance, as well as the substance of all matters discussed or decided and, at the request of any evaluation committee member, a record by individual members of any votes taken. A quorum of the committee must be present to take any official action.

**Step Four:** Discuss proposals. The full evaluation committee shall discuss all aspects of the proposals so that there is a “unified understanding” of the criteria and corresponding responses. Any individual scores may be adjusted at this point based upon discussion. The committee may tally the final point assignments by the following methods:

1. Consensus score
2. Total of all points given by individual scores
3. An average of the individual scores (extreme scores should be questioned and possibly thrown out)
4. Any method or combination thereof is acceptable if agreed to by all committee members.

**Step Five:** Use objective evaluation results to justify vendor recommendations.



**RFP EVALUTATION FORM: VIRTUALIZATION AND DATA CENTER MODERNIZATION MHEC-RFP-03092020**

**VENDOR:**

**EVALUATOR LETTER:**

**DATE  
EVALUATED:**

Points	Guidance
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Factor	Weight
Proposal Requirements	Pass/Fail
Solution Proposal	30%
MHEC Requirements	30%
Pricing	20%
Innovation	20%

Criteria	Scoring Range	Score Awarded	Total Points	Comments
<b>Section A: Proposal Requirements</b>	Pass/Fail	Pass		
- Expressed understanding of the proposal objectives and				
- Are there any specific concerns that need to be addressed				
Proposals will be evaluated against the questions set out below. Do not assign points to individual questions; instead, award a total score for each evaluation criterion.				
	<b>Maximum Points</b>			
<b>Section B: Solution Proposal</b>	<b>300</b>	0-10	10	300
- Proposed Solution				
- Product and Service Offering				
- Evaluation of software licensing options available				
<b>Section C: MHEC Requirements</b>	<b>300</b>	0-10	10	300
- How well did the proposal align to the agreement terms?				

- Are there any specific concerns that need to be addressed should					
<b>Pricing</b>	<b>200</b>	0-10	10	200	
- How well does the proposed pricing model meet the needs for					
- How are the volume discounts competitive for education?					
- How are the incentive and rebates structured to promote					
<b>Innovation</b>	<b>200</b>	0-10	10	200	
- How innovative is the proposed solution?					
- Willingness to explore solutions beyond a standard purchase					

**Maximum Points: 1000**

**Total Score: 1000**