

# EVALUATION CRITERIA

## RFP NUMBER 5513Z1, Conduct a Solid Waste Management Programs Study

**Opening Date: February 28, 2017 at 2:00pm Central Time**

### Mandatory Requirements

The proposals will first be examined to determine if all mandatory requirements listed below have been addressed to warrant further evaluation. Proposals not meeting mandatory requirements will be excluded from further evaluation. The mandatory requirement items are as follows:

1. Signed Request for Proposal for Contractual Services form;
2. Certificate/letter of good standing and/or documentation of sole proprietorship per Section II.O;
3. Completed Section III;
4. Corporate Overview;
5. Technical Approach; and
6. Cost Proposal.

### Evaluation Criteria

All responses to this Request for Proposal, which fulfill all mandatory requirements, will be evaluated. Each category will have a maximum possible point potential. Areas that will be addressed and scored during the evaluation include:

| Evaluation Criteria                  | Possible Points |
|--------------------------------------|-----------------|
| Part 4 ¼ Corporate Overview          | 25              |
| Part 5 ¾ Technical Approach          | 75              |
| Part 6 ¾ Cost Proposal Points        | 50              |
| Total Points without Oral Interviews | 150             |
| Oral Interviews, (if required)       | 50              |
| Total Points with Oral Interviews    | 200             |

### Part 6 – Cost Proposal Points

Once the lowest cost submitted is established, cost points should be calculated as follows:

1. Lowest cost submitted meeting the RFP requirements receives the maximum points.
2. To assign points to all others, the following formula will be applied:  
**Lowest Cost Submitted , (divided by) Cost Submitted x (multiplied by) Maximum Possible Cost Points = Cost Points to Award (see samples below)**

| Formula                        | Sample    | Sample    | Sample                |
|--------------------------------|-----------|-----------|-----------------------|
| Lowest Cost Submitted          | \$100,000 | \$100,000 | \$100,000             |
| ÷ Cost Submitted               | \$100,000 | \$200,000 | \$150,000             |
| X Maximum Possible Cost Points | 60        | 60        | 60                    |
| = Points To Award              | 60        | 30        | 39.99 (rounded to 40) |