



## Attachment C RFP EVALUATION PLAN

**Stage 1: Initial Responsiveness Evaluation.** Proposals will be reviewed for completeness and initial responsiveness. Proposals omitting required documents or responses may be rejected in accordance with Attachment A, RFP Terms and Conditions.

**Stage 2: Technical Criteria Evaluation.** Proposals meeting or exceeding the Mandatory Minimum Requirements will be evaluated against the following Technical Criteria:

Criteria	Technical Points Possible	Offeror's Technical Points Earned
Experience and Qualifications	200	
Ability to Meet SOW	300	
Customer Service	100	
Product Selection/Availability	150	
Implementation and Promotion of the NASPO ValuePoint Master Agreement	50	
<b>Stage 2 Total:</b>	<b>800</b>	

Technical Evaluation. This portion of the evaluation has 800 points available. Evaluation panel members will individually score the criteria listed above, excluding the Total Number of Categories Offered criteria (see below). The average score for all evaluators for each category will be added to reach the total score for the technical evaluation for each offer.

Criteria	Technical Points Possible	Offeror's Technical Points Earned
Total Number of Categories Offered	200	
<b>Stage 2 Total:</b>	<b>200</b>	

Total Number of Categories Offered. This portion of the evaluation has 200 points available. It is preferred that Offerors make an offer on all categories, but it is not required. This factor will evaluate the total number of categories offered, meaning the more categories offered will result in a higher number of points. The evaluation will be based on the following criteria:

- Eight to Nine Categories Offered – 200 Points
- Five to Seven Categories – 150 Points
- Three to Four Categories – 100 Points
- Less than Three Categories – 50 Points

Upon final Stage 2 evaluation, all vendors who scored at least 75% of available points of the combined Technical Evaluation and Total Number of Categories Offered will move on to the Stage 3 Cost Evaluation.

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**Stage 3: Cost Evaluation.** Cost Proposals for proposals not rejected following evaluation of Technical Criteria will be evaluated.

**PROPOSED COSTS**

Cost Item	Lowest Cost	Offeror's Cost	Cost Points Possible	Offeror's Cost Points Earned
Market Basket Price Evaluation			180	
Discount % Off Evaluation			180	
Volume Discount Evaluation			180	
<b>Total:</b>			<b>540</b>	

a. Market Basket Price Evaluation. In this portion of the Cost Evaluation there are 180 points available, 20 points per category. Offerors only need to complete the market baskets for the category(ies) they are bidding on, but they **MUST** make an offer on all items within the category. The total cost of the market basket for that category will be evaluated against all other Offerors for the same category. Points will be awarded to each Offeror using the formula **Lowest Cost / Offeror's Cost x Cost Points Possible** for each category. Points awarded for each category will be totaled for each Offeror and the result will be the total points awarded for the Market Basket Price Evaluation. The Lead State reserves the right to modify this formula and/or assign a nominal value to "0" cost values if application of the formula results in an error, negative numbers, or an unreasonably skewed distribution of points.

b. Discount % Off Evaluation. In this portion of the Cost Evaluation there are 180 points available, 20 points per category. The proposed discount percentages (%) will be averaged across each category to determine the highest average discount % off. The highest average discount % will be used as a baseline to assign the available cost points to the other vendors. The formula for calculating cost points earned for this portion is **Offeror's Average Discount / Highest Average Discount x Discount Points Available**. The Lead State reserves the right to modify this formula and/or assign a nominal value to "0" cost values if application of the formula results in an error, negative numbers, or an unreasonably skewed distribution of points.

c. Volume Discount Evaluation. In this portion of the Cost Evaluation there are 180 points available, 20 points per category. The proposed discount percentages (%) will be averaged across each category to determine the highest average discount % off. The highest average discount % will be used as a baseline to assign the available cost points to the other vendors. The formula for calculating cost points earned for this portion is **Offeror's Average Discount / Highest Average Discount x Discount Points Available**. The Lead State reserves the right to modify this formula and/or assign a nominal value to "0" cost values if application of the formula results in an error, negative numbers, or an unreasonably skewed distribution of points.

At the Lead State's discretion, points earned in the Cost Proposal evaluation may be normalized and scaled to award the Offeror earning the highest total cost score the maximum number of cost points possible.

**Evaluation Summary**

Stage	Total Points Possible	Offeror's Total Points Earned
Technical Criteria Evaluation	800	
Total Number of Categories Offered	200	
Cost Evaluation	540	
<b>Total:</b>	<b>1540</b>	

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**Award Selection**

All Offerors earning a minimum of 1020 points combined from the Technical Criteria Evaluation and Cost Evaluation will be eligible for a Master Agreement award. The proposal of any Offeror not earning the minimum of 1020 points combined from the Technical Criteria Evaluation and Cost Evaluation will be rejected.

The Lead State and Multistate Sourcing Team will then determine which proposals are most advantageous to the Lead State and potential Participating Entities and Purchasing Entities. Methods used to make this determination may include, but are not limited to, one or more of the following:

- Identification of a natural break in total scores
- Consideration of the optimal number of Contractors required to successfully supply Deliverables to Participating Entities and Purchasing Entities

Prior to announcement of awards and execution of Master Agreements, the Lead State will present an award recommendation to NASPO ValuePoint for approval of the proposed awards.

Following approval by NASPO ValuePoint and the state of South Carolina, a public Notice of Intent will be posted on the South Carolina website.