

**RFP BIAC TOOLKIT 2020
PROPOSAL EVALUATION CRITERIA**

Reviewer:	Bidder:
Date of Review:	
Meets All Mandatory Requirements* (Yes/No):	Final TOTAL Score:

* Sealed proposal received by due date and time in Schedule of Events. * Technical Approach section contains subsections a, b and c.
 * Corporate Overview section contains subsections a, b and c. * Proposal includes completed State Cost Sheet.

Area	Possible Points
Part 1: Corporate Overview	3 Subsections x 10 possible points per subsection = 30
Part 2: Technical Approach	3 Subsections x 10 possible points per subsection = 30
Part 3: Cost Proposal	1 Section x 30 possible points = 30
Total Possible Points	90

Reviewers are asked to evaluate each element of the proposal narrative as listed and score each section on a scale of 0 – 10 as illustrated in the rating guideline table below. You may complete the form electronically or by hand. Scores and explanations are part of the official review record.

Quality Indicator	Description
Excellent 9 – 10	The response is specific and comprehensive. There is complete, detailed, and clearly articulated information as to how the criteria are met. The ideas presented are innovative, well-conceived and thoroughly developed.
Good 6 – 8	The response is reasonably comprehensive and includes sufficient detail. It contains many of the characteristics of a response that is very good even though it may require additional specificity, support or elaboration in places.
Moderate 3 – 5	The response is non-specific and lacks focus and detail. The response addresses some of the selection criteria, but not all. Some ideas presented are sound, but others are not responsive to the purpose of the RFP. Additional information is needed in order to be reasonably comprehensive and meet the criteria of a response that is good.
Marginal 1 – 2	The response does not meet many criteria; provides inaccurate information or provides information that requires substantial clarification as to how the criteria are met; lacks meaningful detail; demonstrates lack of preparation; or otherwise raises substantial concerns about the applicant’s understanding of the issue in concept and/or ability to meet the requirement in practice.
Unacceptable 0	The response does not address the criteria or simply re-states the criteria.

PART 1: CORPORATE OVERVIEW (Up to 30 points total)				
Reviewer instructions: Evaluate each element of the proposal narrative as listed and score each subsection on a scale of 0 – 10.				
0	1 – 2	3 – 5	6 – 8	9 – 10
Unacceptable	Marginal	Moderate	Good	Excellent
a. Bidder Identification and Information (Up to 10 points)		SCORE	EXPLANATION OF SCORE	
<p>The Bidder Identification and Information section addresses the following requirements in adequate detail:</p> <ul style="list-style-type: none"> • Full company or corporate name • Address of the company’s headquarters • Entity organization (corporation, partnership, proprietorship) • State in which the Bidder is incorporated/organized to do business • Year in which the Bidder first organized to do business • Whether the name or form of organization has changed • Office location 				
b. Summary of Bidder’s Corporate Experience (Up to 10 points)		SCORE	EXPLANATION OF SCORE	
<p>The corporate overview addresses the following:</p> <ul style="list-style-type: none"> • The Summary of Bidder’s Corporate Experience includes projects similar to this project in size, scope and/or complexity with successful outcomes. • Each project listed in the Summary of Bidder’s Corporate Experience includes all requested information: <ul style="list-style-type: none"> ○ The time period of the project ○ The scheduled and actual completion dates ○ The Bidder’s responsibilities ○ The customer name, current telephone number and email address, and permission (or not) to contact regarding project outcome ○ Identifies whether the work was performed as the prime Contractor or as a Subcontractor 				

c. Proposed Personnel/Management Approach (Up to 10 points)	SCORE	EXPLANATION OF SCORE
<p>The Proposed Personnel/Management Approach addresses the following:</p> <ul style="list-style-type: none"> • All professionals who will work on the project are identified, with names, titles and primary work assigned to each person. • Section contains a description of the team leadership, interface and support functions, and supporting relationships. • Resumes for key personnel demonstrate related skills, abilities and experience to accomplish deliverables. • Resumes clearly describe skill sets consistent with project requirements. • The proposed management approach describes strategies for collaboration with Nebraska VR and the BIAC in all phases of planning, implementation and quality management. • If Subcontractors are proposed, the section includes all requested information about each Subcontractor; <ul style="list-style-type: none"> ○ name, address, and telephone number of the Subcontractor(s); ○ specific tasks for each Subcontractor(s); ○ percentage of performance hours intended for each Subcontract; and ○ total percentage of Subcontractor(s) performance hours. 		

PART 2: TECHNICAL APPROACH (Up to 30 points total)				
Reviewer instructions: Evaluate each element of the proposal narrative as listed and score each section on a scale of 0 – 10.				
0	1 – 2	3 – 5	6 – 8	9 – 10
Unacceptable	Marginal	Moderate	Good	Excellent
a. Development Approach (Up to 10 points)		SCORE	EXPLANATION OF SCORE	
<p>The proposed technical approach addresses the following:</p> <ul style="list-style-type: none"> • Demonstrates a thorough understanding of the project scope and requirements. • Includes proposed strategies for including Nebraska VR staff, BIAAC member and other brain injury/disability stakeholder involvement in development. • The proposed methodology assures that development activities including stakeholders with disabilities will be completed using a person-centered approach in barrier-free, accessible environments, and that requests for disability-related accommodations will be honored. • Technical and technology considerations are described adequately. 				
b. Project Work Plan (Up to 10 points)		SCORE	EXPLANATION OF SCORE	
<p>The proposal work plan addresses the following:</p> <ul style="list-style-type: none"> • Work plan objectives, major tasks/action steps, estimated timelines are realistic and reasonable to address project deliverables. • Proposed activities and strategies in the work plans accomplish all deliverables by project's end. • Benchmarks or decision points requiring Nebraska VR and BIAAC review/approval are clearly defined in the work plan. 				

c. Project Deliverables, Due Dates, Sustainability (Up to 10 points)	SCORE	EXPLANATION OF SCORE		
<p>The proposal addresses the following:</p> <ul style="list-style-type: none"> • The proposed approach and activities are reasonable, realistic and clearly linked to expected outcomes for the project. • Proposed activities and strategies address all deliverables. • The proposal describes reasonable recommendations/requirements for maintenance, regular updates and sustainability. 				
<p>PART 3: COST PROPOSAL (Up to 30 points total) Reviewer instructions: Evaluate the cost sheet as listed in each of the three questions and score each question on a scale of 0 – 10.</p>				
0	1 – 2	3 – 5	6 – 8	9 – 10
Unacceptable	Marginal	Moderate	Good	Excellent
State Cost Sheet (Up to 30 points)	SCORE	EXPLANATION OF SCORE		
<p>The State Cost Sheet addresses the following:</p> <ul style="list-style-type: none"> • The state cost sheet includes details and concise justifications for costs listed in each category that align with proposed strategies and activities (0-20 points). • Proposed costs comply with 45 CFR Part 75 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards (0-10 points). 				
TOTAL SCORE				