

PART E: EVALUATION – Updated

1. Phase One

Evaluation of each proposal shall be conducted by a committee consisting of the Board Secretary and members from the Department of Commerce. The evaluation process shall consist of each evaluator individually reviewing the proposals, analyzing the responses, and rating each section on a point scale from 1 to 25 for a total of 100 points.

Sections Rated

Background and Qualifications Profile	(25 possible points)
Project Details – Cost Methodology	(25 possible points)
Project Management	(25 possible points)
<u>Contractor Qualifications</u>	<u>(25 possible points)</u>
Total	(100 possible points)

2. Phase Two

After the individual ratings, the references that are listed in the Background and Qualifications Profile will be verified.

3. Phase Three

After the individual ratings and the checking of Background and Qualifications, evaluators will discuss the ratings, findings, and the scores will be averaged.

4. Phase Four

After the evaluation is completed, the results and recommendation of the committee will be presented to the Administrative Section of the Board for vote and final decision.

5. Contract

After the Board has voted and made its decision, all Offerors will be notified of the status of their proposals. After notification to all Offerors, negotiations shall commence between the Department and the Offeror selected by the Administrative Section of the Board. If negotiations fail with the selected Offeror, the Administrative Section of the Board may reconvene to vote on a new Offeror. If those negotiations fail, the Department will determine whether to reject all offers or to reconvene to vote on and negotiate with another Offeror.