

ADDENDUM A

RFP IDOE 2 Technology-Based Supplemental Instruction for the Title I, Part C Migrant Education Program (MEP)

3.2 EVALUATION CRITERIA

Proposals will be evaluated based upon the proven ability of the Respondent to satisfy the requirements of the RFP in a cost-effective manner. Each of the evaluation criteria categories is described below with a brief explanation of the basis for evaluation in that category. The points associated with each category are indicated following the category name (total maximum points = 100). Negative points may be assigned in the cost score. Additionally, there is an opportunity for a bonus of five points if certain criteria are met. For further information, please reference Section 3.2.3 below. If any one or more of the listed criteria on which the responses to this RFP will be evaluated are found to be inconsistent or incompatible with applicable federal laws, regulations or policies, the specific criterion or criteria will be disregarded and the responses will be evaluated and scored without taking into account such criterion or criteria.

Summary of Evaluation Criteria:

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Business Proposal	15 points
3. Technical Proposal	60 points
4. Price (Cost Proposal)	10 points
5. Indiana Economic Impact	5 points
6. Buy Indiana	5 points
7. Minority (10) and Women Business (10) Subcontractor Commitment	5 points
Total	100 points

All proposals will be evaluated using the following approach.

Step 1

In this step proposals will be evaluated only against Criteria 1 to ensure that they adhere to Mandatory Requirements. Any proposals not meeting the Mandatory Requirements will be disqualified.

Step 2

The proposals that meet the Mandatory Requirements will then be scored based on Criteria 2 and 3 ONLY. This scoring will have a maximum possible score of 75 points if certain criteria are met. All proposals will be ranked on the basis of their combined scores for Criteria 2 and 3 ONLY. This ranking will be used to create a “short list”. Any proposal not making the “short list” will not be considered for any further evaluation.

Step 2 may include one or more rounds of proposal discussions focused on cost and other proposal elements.

Step 3

The short-listed proposals will then be evaluated based on all the entire evaluation criteria outlined in the table above.

If the State conducts additional rounds of discussions and a BAFO round which lead to changes in either the technical or cost proposal for the short listed Respondents, their scores will be recomputed.

The section below describes the different evaluation criteria.

3.2.1 Adherence to Requirements – Pass/Fail

Respondents passing this category move to Phase 2 and proposal is evaluated for Management Assessment/Quality and Price.

3.2.2 Business Proposal - **15** points

3.2.3 Technical Proposal – **60** points

Within the technical proposal, the scoring points will be assigned as followings:

Cover (2.4.1) – 2 points

Technology-Based Supplemental Instruction Plan (2.4.2) – 25 points

Assessment Plan (2.4.3) – 18 points

Quality of Project Personnel (2.4.4) – 5 points

Collaboration (2.4.5) – 3 points

FERPA (2.4.6) – 5 points

Management (2.4.7) – 2 points

3.2.4 Price – **10** points

Price will be measured against the State’s baseline cost for this scope of work. The cost that the State is currently paying or its best estimate will constitute the baseline cost.

Cost scoring points will be assigned as follows:

- Respondents who meet the State’s current baseline cost will receive **five (5)** cost points.
- Respondents who propose a 10% decrease to the State’s current baseline cost will receive all of the available cost points (**10**).

3.2.5 Indiana Economic Impact - **5** points

See Section 2.6 for additional information.

The total number of full time equivalent (FTE – please see Section 1.2 for a definition of FTE’s) Indiana resident employees for the Respondent’s proposal (prime contractor and subcontractors) will be used to evaluate the Respondent’s Indiana Economic Impact.

Points will be awarded based on a graduated scale. The Respondent with the most Indiana FTEs will be awarded **5** points. Points will then be awarded to the remaining Respondents proportionately.

3.2.6 Buy Indiana Initiative – 5 points

Respondents qualifying as an Indiana Company as defined in Section 2.7 will receive **5** points in this category.

3.2.7 Minority & Women's Business and Subcontractor Commitment - 5 points

The following formula will be used to determine points to be awarded:

The commitment factor for each proposal will be calculated by multiplying the commitment percentage by one hundred. The RFP score ratio will be determined by dividing the maximum allowable points by the highest commitment factor. The proposal with the highest commitment factor will be given the maximum allowable points. The points awarded to the other proposals will be calculated by multiplying the score ratio by the proposed commitment factor.

Commitment percentage * 100 = commitment factor

Maximum allowable points/highest commitment factor = score ratio

Commitment factor * score ratio = points awarded

The Commissioner of IDOE or his designee will, in the exercise of his sole discretion, determine which proposal(s) offer the best means of servicing the interests of the State. The exercise of this discretion will be final.