

## Justification Statement

### PROPOSAL EVALUATION PROCESS

#### **Stage 1: Initial Review**

In the initial phase of the evaluation process, the conducting procurement unit will review all proposals timely received. Non-responsive proposals not conforming to RFP requirements or unable to meet the mandatory minimum requirements will be eliminated from further consideration.

**3 submittals were received and 2 passed Stage 1.**

#### **Stage 2: Technical Proposal Evaluation**

Responsive proposals will then be evaluated by an evaluation committee appointed by the conducting procurement unit against the proposal evaluation criteria noted in this RFP. Proposals will be evaluated against the evaluation criteria as follows: Refer to Evaluation Score Sheet: Scoreable Technical Criteria Offerors that achieve minimum score threshold of 455 will proceed to the Final Stage: Cost Proposal Evaluation. Offerors with a score of less than the minimum required technical points will be deemed non-responsive and ineligible for further consideration. The evaluation score sheet has been attached to this RFP. The attached evaluation score sheet states the relative weight that will be given to each evaluation criteria. The evaluation committee, for this RFP, will tally the final scores for criteria other than cost to arrive at a consensus score by the following method: an average of the individual scores.

**Out of the 2 submittals that passed Stage 1, all 2 passed Stage 2.**

#### **Final Stage: Cost Proposal Evaluation**

Offerors successful in the technical evaluation will advance to the Final State: Cost Proposal Evaluation. The Offeror with the lowest total cost will receive the maximum points of 300. Points assigned to each Offeror's cost proposal will be based on the lowest proposal price. The Offeror with the lowest total cost will receive 300, or 100% of the total cost points. All other Offerors will receive a portion of the total cost points based on what percentage higher their total cost is than the total lowest cost. The formula to compute the points is:  $\text{Cost Points} \times (\text{Lowest Proposed Price} / \text{Proposed Price})$ .

Must receive a combined total (Technical Requirements + Cost) of 700 points to receive an award.

**Out of the 2 submittals that passed Stage 2, all 2 passed the Final Stage.**

**Awards shall be made to:**

**Amazon Business**

**Bob Barker Company**

