

Professional Grade Tools and Diagnostic Equipment

Issued by the State of Oklahoma
Solicitation Number OK-MA-818-23

Attachment C RFP EVALUATION PLAN

Stage 1: Initial Responsiveness. 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.

Proposals failing to meet or exceed all requirements may be rejected in accordance with Attachment A, RFP Terms and Conditions.

Stage 2: Mandatory Minimum Requirements. Proposals meeting the initial responsiveness review will then be evaluated against the following Mandatory Minimum Requirements:

Criteria	Pass / Fail	Offeror's Result
Supplier of Professional Grade Tools and/or Diagnostic Equipment	Pass / Fail	
Capacity to provide sales and distribution to all fifty states	Pass / Fail	

Stage 3: Technical Criteria. Proposals meeting or exceeding the Mandatory Minimum Requirements in Stage 2 will be evaluated against the following Technical Criteria:

Criteria	Points Possible	Offeror's Points Earned
Experience and Qualifications	230	
Scope of Work	300	
Warranties and Service	200	
Promotion of the NASPO ValuePoint Master Agreement	100	
Business Profile	170	
Management and Leadership	175	
References	100	
Value Add Features	50	
Stage 2 Total:	1,325	

Upon final technical evaluation, all vendors who scored at least 75% of available points will move on to the Stage 4 Cost evaluation.

Stage 4: Cost Evaluation. Cost Proposals not rejected following evaluation of Technical Criteria will be evaluated. Each category will be reviewed and scored. The cost or discount percentage amounts will be averaged across categories to determine the weight of points awarded.

PROPOSED COSTS

Cost Item		Offeror's Proposal	Points Possible	Offeror's Points Earned
Market Basket Evaluation	[lowest cost]		50	
Average of Discount Percentage Off Evaluation	[highest average discount %]		300	
Total:			350	

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i. Market Basket Evaluation

In this portion of the Cost Evaluation, there are 50 points available for each Category. The proposed “Extended Price” for the Category will be compared against the other Offerors’ Extended Price for the Category.

The formula for calculating cost points earned for this portion is **Lowest Extended Price / Offeror’s Extended Price x 200**. 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.

ii. Discount % Off Evaluation

In this portion of the Cost Evaluation, there are 300 points available. 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 300**. 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.

EVALUATION SUMMARY

Stage	Points Possible	Offeror’s Points Earned
Technical Criteria Evaluation (Stage 3) Experience and Qualifications Scope of Work Warranties and Service Promotion of the NASPO ValuePoint Master Agreement Business Profile Management and Leadership References Value Add Features	1,325	
Cost Evaluation (Stage 4) Market Basket Evaluation Discount % Off Evaluation	350	
Total:	1,675	

AWARD SELECTION

The Lead State and Multistate Sourcing Team will then determine which proposals are most advantageous to the Lead State and potential Participating and Purchasing Entities. Awards will be made at the natural break of all scores. **It is desired to have at least 90% of available score, however, the variance of responses could show a natural break in high and low scoring responses.**

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

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Following approval of the NASPO ValuePoint Executive Council, the Lead State will issue an intent-to-award announcement on its electronic procurement system. Subsequent to posting of the Notice of Intent of Award, the Lead State will begin formalization of NASPO ValuePoint Master Agreements. The Lead State reserves the right during contract negotiation of the Master Agreement to adjust terms and conditions that would not (in the Lead State's judgment) have a material effect on price, schedule, scope of work, or risk to the Lead State and Participating States, with materiality defined in terms of the effect on the evaluation and award. The Lead State reserves the right to accept contract or pricing changes that are more favorable to the Lead State.

If no Master Agreement is reached with the apparent awardee, the Lead State may negotiate with other Offerors or elect to make no award under this RFP.