



EVALUATION CRITERIA

Criteria with a weight of zero are not applicable and should be disregarded. If a weight is not indicated for any criterion, telephone the Contracting Officer identified at the top of page 1 of Part A - RFP.

SECTION I - TECHNICAL PROPOSAL

1. Objectives, Services and Commitments

1. Weight: 20

Response must demonstrate your comprehension of the objectives and services for the proposed contract. Do not merely duplicate the Statement of Services provided with this RFP. Responses should portray a knowledge of AIDEA's unique role in project consideration, financing, and execution. Define any assumptions that may be necessary to provide a thorough response to this RFP.

Include a discussion of your company's understanding of the services required and your company's relevant experience providing the types of services identified in the Statement of Services.

Your response must also: (1) describe your company's availability to commit and provide staffing to the work the Authority requires, to include both current and potential limitations to recruiting and staffing specialized staff in Alaska; (2) How any conflicts would be managed; (3) If subcontracting occurs, discuss the projected workload and breakdown of each firm (Offeror and Offeror's Proposed Subcontractors) for all clients and the impact of your company's performance capabilities with regards to completing the Authority's work; and (4) demonstrate adequate support by recruiting and retaining personnel, as necessary, to provide the services required.

Address capabilities for scaling resources to expedite recruiting and staffing needs to meet an accelerated schedule, or to capture specialized talent required to meet the requirements of the Authority.

2. Methods

2. Weight: 20

Include recruiting mechanisms to include advertising if applicable. Please describe your selection process of viable candidates. Include any vetting procedures of candidates and specific to the level of review and vetting.

3. Management and Quality Control

3. Weight: 15

Response must describe the administrative and operational structures to be used for performing quality assurance of the proposed contract. For example, the Offeror should consider who will have overall responsibility for the contract; who will have direct responsibility for specific issues; and what will the lines of authority/communication be?

Offerors should provide a description of their proposed quality control procedures and any staff that may be assigned. This response should be specific to the anticipated activities that will be conducted under the proposed Statement of Services.

4. Past Performance

5. Weight: 20

Response must describe previous staffing efforts the company has worked on that are related in size, scope, and geographic locations around Alaska if applicable. Address how the experience will help your team to perform under this contract. Provide references (contact name and phone number) for each project. Indicate which of the proposed firms and project staff was involved in each project. AIDEA reserves the right to investigate referenced projects, contact references and research other projects that the respondent has worked on.

SECTION III - PRICE

C

If price is an Evaluation Criterion, weights for Criterion #6 shall be “0”. If price is an Evaluation Criterion, the weight for Criterion #6 shall be at least “15”, and all Offerors shall submit Price Proposals in the specified format(s).

See item #9, under Notices in Part A - RFP, regarding statutory and regulatory provisions about price competition and item #10.3, in Part B - Submittal Checklist, regarding procedure for submittal of Billing Rates and/or Price Proposals. Cost terminology is explained on page 2 of the Pre-Audit Statement (DOT&PF Form 25A257).

CAUTION: Submittal of Offeror's or Subcontractor's "standard" rate schedules or other pricing documents which are not in required format will be non-responsive if they do not allow direct comparison with other responsive proposals.

Rates and costs proposed by the Offeror selected for contract negotiations may be investigated for reasonableness and allocability in accordance with AS 36.30.400, .420 & .480, 2 AAC 12.550 and the contract cost principles in 48 CFR Part 31. Unsupported rates and costs may be disallowed or result in termination of negotiations, or contract award. All proposed rates and the negotiated contract rates will be public information.

5. Labor Billing Rates (Required Format)

6. Weight: 25

Provide a proposed total hourly Billing Rate (i.e. inclusive of Direct Cost of Direct Labor, all Indirect Costs, and Fee) only for each of the job type **FUNCTIONS** listed in the Statement of Services. Note: Some of these functions may be performed by one or more employees of the Offeror or Subcontractors; consequently, an individual might be billed under the contract at different rates appropriate to the functions performed. **Only the maximum rate paid to any individual for each listed job function** - regardless of employer (Offeror or Subcontractor) - **must be provided and will be considered for this response.** Rates for lower paid individuals or for other job functions, if any, will be addressed during contract negotiations.

Example:			
Labor Categories	Labor Rate	Markup	
Administrative Assistant	\$20/hr (example)	Total Cost	
Labor Categories	Labor Rate	Day Rate	Markup
Program Manager	\$67/hr (example)	Per Day X Period of Performance	Total Cost

*In accordance with the submittal Checklist ('rfp-b'), item 10.3, *Billing Rates must be signed and dated by the person who prepares it (may be different signatures for each Subcontractor)*

Response will be scored as follows: The maximum hourly rates proposed for the job functions listed above will be multiplied by the percentage of total labor effort (estimated above) and then summed to obtain an aggregate rate for each Offeror. If more than one rate is provided for any job function, only the highest rate will be used. Each Offeror's score will be calculated using the following equation - except that the **score will be zero if a rate for each listed function is not provided by an Offeror.**

$$\frac{(\text{Lowest aggregate rate from all Offerors}) \times (\text{MPP}^*)}{(\text{Offeror's aggregate rate})} = \text{Offeror's Criterion Score}$$

*MPP = Maximum Possible Points = (5) x (Number of Evaluators) x (Weight)

If no federal funding, then per AS 36.30.250(b), aggregate rates shall be reduced for the above calculation by the following applicable percentages when the rates are from Offerors that **designate preferences on page one of Part D.**

- ALASKA BIDDER (OFFEROR) PREFERENCE [2 AAC 12.260(d)]..... 5%
- ALASKA VETERAN-OWNED BUSINESS PREFERENCE [AS 36.30.175] (maximum \$5000)..... 5%
- and only ONE of the following:
- EMPLOYMENT PROGRAM PREFERENCE [AS 36.30.170(c)] 15%
- DISABLED SOLE PROPRIETOR OR 50% DISABLED EMPLOYEES [AS 36.30.170(e & f)]..... 10%

To claim employment or disabled preference, Offeror must be on the appropriate Alaska Division of Vocational Rehabilitation list at the time designated for opening (i.e., receipt