



RFP 2018-02 AMENDMENT TWO – ADA SCHEDULING SOFTWARE
PROPOSAL EVALUATION CRITERIA / PAGES 16-17

Proposal Evaluation Criteria Based on the Scope of Services and Vendor Instructions, the evaluation scale for proposals will be as follows:

Two-Step Procurement Procedure – Price and Other Factors

Step 1 Review of Technical Qualifications and Approach

The first step is a review of the prospective contractors’ technical approach to GPTC’s request and technical qualifications to carry out that approach. GPTC then will narrow the competitive range to prospective contractors that demonstrate a technically satisfactory approach and have satisfactory qualifications.

Step 1 Evaluation Criteria of Technical Qualifications and Approach:

Factor	Description	Points
1.	Vendor Profile	15
2	Responsibility Questionnaire	25
3.	Software Application	20
4.	Technology Platform	15
5.	Implementation Services	15
6.	Proposal Format	10
7.	DBE - Responding vendor is a Certified Disadvantaged Business Enterprise	5
TOTAL		105

- 1. Vendor Profile** - Organization structure, business philosophy, revenues, profitability, experience, expertise, location, response time, presentation, communication, implementation process, service, support, training, stability, and references.

2. **Responsibility Questionnaire** - All Proposers shall complete and submit the Responsibility Questionnaire contained in the required form submittal section of this RFP, which will be reviewed for determining Proposer responsibility. In order to qualify as a responsible Proposer, in addition to other requirements herein provided, a Proposer must be prepared to prove to the satisfaction of GPTC that it has the integrity, skill, capacity, experience, and the ability to deliver the services specified in the RFP.
3. **Software Application** - Technical requirements, general capabilities and functionality.
4. **Technology Platform** - Use of industry standards, operating platforms, servers, workstations, database architecture, communication protocols, management requirements, growth, and expandability. All solutions must be capable of being housed and operated from within a virtual environment via a virtualization server platform and thin client workstations. All proposed solutions must allow for fast recovery and complete redeployment without additional costs associated with solution activation or licensing expenses in the event of solution or host hardware failure / total loss. Solution preferences are focused towards a green / paperless work environment **including** electronic document retention.
5. **Implementation Services** - Proposed team that is experienced with the product, the industry, similarly sized and operated organizations, history of on time, on-budget implementations, and responsiveness to client requirements.
6. **Proposal Format** - Adherence to proposal guidelines and requirements. GPTC reserves the right to reject any and all responses received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner.
7. **DBE Certified Vendor** - Please provide letter of DBE certification as verification of vendor's status to receive points.

Step 2 Review of Proposals Submitted by Qualified Prospective Contractors

The second step consists of product demonstration and reviewing complete proposals, **including price and other technical factors**, submitted by each prospective contractor determined to be qualified.

Step 2 Evaluation Criteria of Proposals Submitted by Qualified Prospective Contractors:

Factor	Description	Points
1.	Ability to integrate with current and/or future solutions, including interaction with Microsoft Office	15
2.	Software Costs/Accessorial Fees – license/user fee costs, support and upgrade fees (if any)	20
3.	User-friendly with customizable report writer	15
4.	General Capabilities of modules, including user-based security access control	25
5.	Vendor availability for implementation/training and planned implementation and training factors	15
6.	Accurate and up-to-date training materials	10
TOTAL		100

- GPTC shall appoint an evaluation team to evaluate the contents of each proposal in light of certain criteria.
- **Oral Interviews and demonstrations will be conducted with Phase 2 short-list. Live product demonstration preferred as part of evaluation process.**
- Each evaluator shall assign a numerical rating for each category based on the proposal submittals and references.
- Categories will be totaled for each vendor and the vendor with the highest rating average will become the vendor of choice of the committee, except if there is an over-riding cause acceptable to the committee and Corporation Counsel as a whole to set aside the rank and proceed to the next highest rated vendor.
- The evaluation team’s staff recommendation will be forwarded to the GPTC Board of Directors.
- The GPTC Board of Directors will consider the evaluation committee recommendation and make the final award.