



Scoring Process for Next Generation Front End

Selection process for the Next Generation Front end Project Source Selection

The scoring process for the Source Selection consists of two parts. First the evaluation of the proposed solution against the requirements and then a rank ordered process comparing the proposed vendor solutions submitted by the submission cutoff date.

The first evaluation against the requirements is a weighted rating as outlined in the proposal scoring spreadsheet. This is a rating process that is based on 1000 maximum points. Each criterion from the requirements document is listed. Each criterion is evaluated on a 0-4 point scale. The rating will be as follows: a 4 means that the proposal significantly exceeds the minimum specified requirement or has something novel or otherwise of interest to the Town; a 3 rating means the criteria is met based on the answers the vendor has provided on the Statement of Work (SOW); A 2 rating means the proposal has indicated some qualifications or limitations to the stated requirement (such as a time availability for help desk being less than the requested availability in the requirements document); a 1 will be given if the requirement is not met or is not provided by the vendor's proposed solution; A zero rating will be given if the criteria was not addressed in the submission. (So it is important that every criteria be addressed regardless of whether it is being offered in the proposal. The vendor must specifically say it is not provided as part of their submission.) Blanks are bad. The vendor should indicate on the SOW response document (Volume One) by marking one of the boxes indicating the vendor's response as to meets, yes, is a qualified response or does not meet or is not offered as part of the proposed solution, no. A response should also be provided as well as marking the boxes. Vendors should indicate in their responses if they feel the Town scorers should consider the criteria eligible for a 4 rating and why.

ELIMINATION OF PROPOSALS. PROPOSALS NOT GETTING AT LEAST 253 POINTS WILL BE DROPPED FROM FURTHER CONSIDERATION AT THIS POINT IN THE PROCESS.

Part two is the ranking process. The ranking process is done on the major criteria breaks as identified in the rank scoring spreadsheet. The points from part one are transferred to this document to aid in the ranking process. Here is where the proposal comparisons against each other are done. A 1 ranking is best. The rankings are summarized and weighted 75% technical, 25% Cost. The two lowest scores will be used to proceed to the contract negotiation phase. If there are ties for the first or second selection positions. The package will be reranked by withdrawal of the highest (last) ranked proposal. This process will continue as long as ties for the first or second position persist. It should be noted that the initial proposal rankings and position can change during this process. When a clear number one and two proposal have been identified, these proposals will go into the contract negotiation phase.

If contractual negotiations reach an impasse with the primary selectee, the Town reserves the right to award the contract to the second ranked proposal assuming no such impasse exists. Objections to the sample contract or requested changes to the sample contract should be identified in a Volume 4. Volume 4 is not needed if the sample contract is acceptable as proposed. A statement indicating such acceptance must be provided at the time of vendor proposal submission. This will aid in a quicker Contract negotiation process. Volume 4 is likely FOIable after the selection process has been completed.