

**Office of Operations
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Partners In Excellence

Request For Proposals for Beginners

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RFP RECIPE GAME 1 – RFP LANGUAGE



Select the appropriate RFP procurement ingredient:



RFP allowed a vendor to negotiate the terms and conditions included in the Appendix A.



RFP did not allow a vendor the right to terminate the contract for convenience.



RFP specified an optional pre-bid conference. Agency sent the responses to the questions received to all the vendors who attended the pre-bid conference.



RFP must define any price increase to be allowed in the contract.



RFP RECIPE GAME 2 – RFP LANGUAGE



Select the appropriate RFP procurement ingredient:



RFP reserved the State's right to clarify information in the vendors' proposals.



RFP identified designated agency contact personnel throughout the procurement process.



RFP specified that optional costs requested by the agency would not be included in the cost evaluation but may be awarded by the agency.



RFP must disclose a relative weight of technical and cost evaluation.



RFP RECIPE GAME 3 – RFP TECHNICAL



Technical Evaluation Case Study :

- RFP is for assessment services.
- Relative weight for evaluation is 60% Technical / 40% Cost.
- RFP stated that a vendor must have sufficient experience.
- RFP mandated ten references from each vendor.
- RFP identified the following criteria to be evaluated:
 - Plan of operation
 - Staffing Plan
 - References
 - Cost



RFP RECIPE GAME 3 – RFP TECHNICAL



Technical Evaluation Case Study :

- Evaluation instrument specified the evaluation scoring matrix as follows:
 - Plan of operation: Maximum of 25 points
 - Staffing Plan: Maximum of 20 points
 - References: Maximum of 10 points
 - Experience: Maximum of 5 points
 - Cost: 40 points
- Two vendors provided a proposal.
 - Vendor A has three year experience in conducting similar assessments.
 - Vendor B has ten years experience in the assessment field.



RFP RECIPE GAME 3 – RFP TECHNICAL



What ingredients can make this recipe successful?

- Mandatory requirements must be specific and measurable. (i.e. avoid words such as “sufficient,” “good” and “relevant”)
- Avoid using unnecessarily restrictive mandatory requirements as they will limit competition.
- Evaluation tool must be consistent with the evaluation criteria. (This case, RFP did not list Experience as an evaluation criteria.)
- A guide/breakdown of points that instructs the evaluators how to apply the maximum allowable points for each criteria.



RFP RECIPE GAME 4 – RFP COST

ROUND 1



What will be the cost score for each vendor?

- 70% Technical / 30% Cost

Vendor	Hourly Rate	Cost Score
A	\$95	?
B	\$110	?
C	\$115	?

- Points = (Lowest Bid ÷ Bid Being Evaluated) x Cost Points



RFP RECIPE GAME 4 – RFP COST

ROUND 1



What will be the cost score for each vendor?

70% Technical / 30% Cost

Vendor	Hourly Rate	Cost Score
A	\$95	30.00
B	\$110	25.90
C	\$115	24.78

Points = (Lowest Bid ÷ Bid Being Evaluated) x Cost Points

1. Vendor A's cost is the lowest at \$95/hour.
Vendor A Cost Score = $(95 \div 95) \times 30 = 30.00$
2. Vendor B Cost Score = $(95 \div 110) \times 30 = 25.90$
3. Vendor C Cost Score = $(95 \div 115) \times 30 = 24.78$



RFP RECIPE GAME 4 – RFP COST

ROUND 2



Is this the proper recipe for cost evaluation?

- Cost Evaluation Tool

Program Development	
<input type="checkbox"/>	0 Point – Over \$2,701
<input type="checkbox"/>	5 Points – \$2,501 - \$2,700
<input type="checkbox"/>	10 Points – \$1,301 - \$2,500
<input type="checkbox"/>	15 Points – \$1,151 - \$1,300
<input type="checkbox"/>	20 Points – \$1,051 - \$1,150
<input type="checkbox"/>	25 Points – \$901 - \$1,050
<input type="checkbox"/>	30 Points – Under \$900



RFP RECIPE GAME 4 – RFP COST

ROUND 2



No.

- This is a fatally flawed cost evaluation method as the cost will be evaluated using the score points scale. The cost proposals should be objectively evaluated through a comparison of the lowest price proposed to the prices and costs of other competing proposals.
- The cost evaluation is a calculation not an analysis.



RFP RECIPE GAME 5 – RFP TIE PROPOSALS

ROUND 1



Which vendor will be awarded?

RFP proposals were evaluated on a 70% Technical and 30% Cost basis. The following are the results:

Vendor	Technical Score	Cost Score	Total Score
A	65	22	87
B	49	30	79
C	60	27	87



RFP RECIPE GAME 5 – RFP TIE PROPOSALS

ROUND 1



Vendor C

Vendor	Technical Score	Cost Score	Total Score
A	65	22	87
B	49	30	79
C	60	27	87

- State Finance Law §163.10.a:

“Selection and award shall be a written determination in the procurement record made by the commissioner or a state agency in a manner consistent with the provisions of the solicitation. In the event two offers are found to be substantially equivalent, price shall be the basis for determining the award recipient.”



RFP RECIPE GAME 5 – RFP TIE PROPOSALS

ROUND 2



Which vendor will be awarded now?

RFP proposals were evaluated on a 70% Technical and 30% Cost basis. The following are the results:

Vendor	Technical Score	Cost Score	Total Score
A	65	22	87
B	49	30	79
C	65	22	87



RFP RECIPE GAME 5 – RFP TIE PROPOSALS

ROUND 2



Vendor should be awarded as documented in the procurement record.

Vendor	Technical Score	Price Score	Total Score
A	65	22	87
B	49	30	79
C	65	22	87



- A tie breaking procedure should always be documented in the evaluation instrument.
- State Finance Law §163.10.a:
“..... when price and other factors are found to be substantially equivalent, the determination of the commissioner or agency head to award a contract to one or more of such bidders shall be final.
The basis for determining the award shall be documented in the procurement record.”

