

NEVADA STATE PURCHASING DIVISION

IT PROJECT

REQUEST FOR PROPOSAL (RFP) DEVELOPMENT FORM

EVALUATION CRITERIA	
<i>The evaluation criteria must comply with NRS 333.335</i>	
<i>Note: If you want additional criteria enter it in the 'Other' Section.</i>	
Criteria	Weight
1) Demonstrated Competence a. Did the vendor provide sufficient data to convince you that they will do a good job for the State? b. Was the proof compelling? c. Are you confident that this vendor has the knowledge, skills and abilities to perform all its tasks well? d. Will the vendor's resources be adequate to serve the State's needs? e. Does the vendor suggest new ways to enhance performance? f. Does the vendor have the flexible capacity to handle all the needs of the State as they continue to change? g. Did the vendor present sufficient performance history to convince you of their ability? h. Has the vendor been in business long enough to provide good stability? i. Has the vendor experienced ownership changes that would impact their services? j. Has there been any censure or litigation history?	30
2) Experience in Performance of Comparable Engagements a. Does the vendor have prior experience that will ensure all the skills necessary to perform tasks well? b. Did the vendor have success in other work for a private or governmental entity? c. Does the vendor's previous work convince you of its successful completion of these duties? d. Has the vendor provided adequate references?	15
3) Conformance with the Terms of this RFP a. Did the vendor's proposal provide all the necessary information requested in the RFP in a professional manner? b. Did the proposal cause doubt regarding the vendor's ability to complete the necessary tasks? c. Was the proposal easy to understand and did it provide answers to questions, or create more questions?	20
4) Expertise and Availability of Key Personnel a. Is the staff that will be assigned to this project by the vendor the best qualified to manage the process? b. Will they be available to insure completion of the project? c. Will they be available for follow-up issues? d. Is sufficient staff assigned to handle these duties? e. Is there a Nevada office or contact person? f. Will assigned staff respond to issues within a reasonable amount of time?	15

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5) Cost a. Has the vendor established a cost that is reasonable for the project? b. Is the State of Nevada receiving good value for its dollars? c. Are the costs reasonable compared to the competition? d. Will there be any additional costs or other ongoing expenses?	20
Other:	

VENDOR PRESENTATIONS				
<i>Vendor presentations will add additional time to the evaluation process.</i>				
Do you want vendor presentations?	Yes	X	No	
If so, up to how many vendors?	Vendors with three highest scores			

VENDOR PRESENTATIONS EVALUATION CRITERIA	
<i>Vendor presentations may be scored based on the original evaluation criteria or new evaluation criteria and weights may be assigned.</i>	
Criteria	Weight