

# EVALUATION CRITERIA

## RFP NUMBER 126163 Z6, ATIS Opening Date: July 7, 2026 @ 2:00 PM

### Mandatory Requirements

The proposals will first be examined to determine if all mandatory requirements listed below have been addressed to warrant further evaluation. Proposals not meeting mandatory requirements will be excluded from further evaluation. The mandatory requirement items are as follows:

1. Request for Proposal For Contractual Services form, must be signed manually in ink or by DocuSign;
2. Corporate Overview (Attachment B – Project Matrix);
3. Technical Approach (Initial Project Management Plan and Attachment B – Project Matrix); and
4. Attachment A - Cost Proposal.

### Evaluation Criteria

All responses to this Request for Proposal, which fulfill all mandatory requirements, will be evaluated. Each category will have a maximum possible point potential. Areas that will be addressed and scored during the evaluation include:

Evaluation Criteria	Possible Points
Part 1 — Corporate Overview	600
Part 2 — Technical Approach	6595
Part 3 — Cost Proposal Points	650
Total Points without Oral Interviews	7845
Oral Interviews, (if required)	450
Total Points with Oral Interviews	8295

### Part 4 – Cost Proposal Points

Cost proposal points should be calculated as follows:

1. Establish lowest cost submitted – lowest cost submitted receives the maximum points.
2. To assign points to all others, the following formula should be followed:

**Lowest Cost Submitted ÷ Cost Submitted x Maximum Possible Cost Points =  
Cost Points to Award (see samples below)**

	Formula	Sample	Sample	Sample
	Lowest Cost Submitted	\$100,000	\$100,000	\$100,000
÷	Cost Submitted	\$100,000	\$200,000	\$150,000
x	Maximum Possible Cost Points	20	20	20
=	Points To Award	20.00	10.00	13.33