

Evaluation Tools for: ITB #ESD112-DE-15B

Company Name _____

Criteria for a Responsive Bidder (A Yes/No Checklist)	Status: Yes or No	Included on the CD or jump drive?
Please Note: The criterion's entire statement shall be true in order to be marked with a "Yes." The Bidder shall be disqualified if the response to any criterion is marked as "No."		
Pre-Bid Submittal Requirements: <ul style="list-style-type: none"> The Bidder attended the mandatory Bidder's conference on June 9. The Bidder notified the DigitalEdge Project Coordinator by June 24. 	Yes or No	N/A
Arrival of the Bid to ESD 112: <ul style="list-style-type: none"> The bid arrived to ESD 112 by the deadline. The bid arrived to ESD 112 in a sealed state. 	Yes or No	N/A
Binder Assembly (as per the instructions in <i>Instructions for Submitting a Bid</i>): _____ Tab #1: All Appendices <ul style="list-style-type: none"> Bidder's Checklist of Eligibility (Appendix A completed, signed and notarized) Bidder's Statements of Assurances (Appendix B completed, signed and notarized) Bidder's Non-Collusion Form (Appendix C completed, signed and notarized) Bidder's Offer and Acceptance Form (Appendix D two copies completed, signed and notarized) _____ Tab #2: All Addenda <ul style="list-style-type: none"> The first sheet of each addendum is included and signed. _____ Tab #3: Evidence of Bidder Eligibility <ul style="list-style-type: none"> All documents required on Appendix A are included as per the instructions in the ITB. _____ Tab #4: Evidence of Responsibility <ul style="list-style-type: none"> Three letters of recommendation Evidence of capacity of sales staff Evidence of capacity of reporting staff Sample project proposal to a purchaser Evidence of ability to provide a contract web site 	Yes or No	Yes or No
Use of Bid Forms and Other Required Documents to Submit an Offer: <ul style="list-style-type: none"> The Bidder used the correct bid forms. The Bidder completed Form ___A ___B ___C ___D correctly and entirely. The price adjustments in Section 1 are more competitive than in Section 2. Section 2 of each bid form has been completed. Price sheets have been submitted to support the baseline pricing of products. Price sheets have been submitted to support the baseline pricing of services. Specification sheets have been submitted for each and every product offered. 	Yes or No	Yes or No

Is this an Eligible Bidder?

Evaluator #1: This Bidder ___ is ___ is not a Eligible Bidder as per the checklist above. Initials: _____
 Evaluator #2: This Bidder ___ is ___ is not a Eligible Bidder as per the checklist above. Initials: _____

Is this a Responsive Bidder?

Evaluator #1: This Bidder ___ is ___ is not a Responsive Bidder as per the checklist above. Initials: _____
 Evaluator #2: This Bidder ___ is ___ is not a Responsive Bidder as per the checklist above. Initials: _____

Criteria for a Responsible Bidder (A qualitative review of the materials)	Maximum Points Allowed	The evidence is clear and leaves no room for doubt.	A phone call or email is needed for clarification.	The Bidder is not able to / chooses not to provide this.
		Full points	Partial points	0 points
Evidence of Quality and Ethical Performance: Provides evidence in the three letters of recommendation that demonstrates the Bidder is of good character, integrity, and will provide a high quality performance of project work if awarded a contract.	10			Disqualified. No further evaluation.
Capacity of Sales Staff: Provides evidence that the Sales Staff has the ability and capacity to perform the Post-Award requirements outlined in the following sections: <ul style="list-style-type: none"> • Personal assistance (pre- and post-sales support) • Purchasing process and documentation • Shipping/Delivery and freight terms • Special pricing and bundles on awarded products <i>(Refer to Instructions for Bidding in the Invitation to Bid, page 12, paragraph 1.4.2)</i>	7			Disqualified. No further evaluation.
Capacity of Reporting Staff: Provide evidence that the reporting staff has the ability and capacity to perform the Post-Award requirements outlined in the following sections: <ul style="list-style-type: none"> • Marketing and communications activity • DigitalEdge price documents • DigitalEdge monthly sales reports • Payment of administrative fees • Request for documents <i>(Refer to Instructions for Bidding in the Invitation to Bid, page 12, paragraph 1.4.3)</i>	7			Disqualified. No further evaluation.
Sample Project Proposal for Purchaser: The bidder submitted a sample proposal that they would provide to the purchaser that describes the scope of work that includes exclusions. The sample proposal outlined in a clear and organized manner, will include a list of factors (such as travel, administration costs etc.) considered when pricing out a proposal. <i>(Refer to Instructions for Bidding in the Invitation to Bid, page 12, paragraph 1.4.4)</i>	10			Disqualified. No further evaluation.
Website Capacity: Provides evidence that the Bidder's website is ready to add a DigitalEdge web page with contract information and the staffing to maintain the website. <i>(Refer to Instructions for Bidding in the Invitation to Bid, page 12, paragraph 1.4.5)</i>	6			Disqualified. No further evaluation.
Aligned with the DigitalEdge Goals: In its totality, the Bidder's offer for a portfolio of school safety solutions clearly demonstrates the company's capacity to help DigitalEdge reach its intended goals as described in the Invitation to Bid. <i>(Refer to Scope of Work in the Invitation to Bid, page 10)</i>	10			Disqualified. No further evaluation.
Responsible Bidder Criteria – Subtotal <i>Bidder's score of 45 (90%) is required to move to the next evaluation phase.</i>	/ 50			

Is this a Responsible Bidder?

Evaluator #1: This Bidder ____ is ____ is not a Responsible Bidder as per the checklist above. Initials: _____

Evaluator #2: This Bidder ____ is ____ is not a Responsible Bidder as per the checklist above. Initials: _____