

**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?
<b>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."</b>		
<b>Pre-Bid Submittal Requirements:</b> <ul style="list-style-type: none"> <li>The Bidder attended the mandatory Bidder's conference on June 9.</li> <li>The Bidder notified the DigitalEdge Project Coordinator by June 24.</li> </ul>	Yes or No	N/A
<b>Arrival of the Bid to ESD 112:</b> <ul style="list-style-type: none"> <li>The bid arrived to ESD 112 by the deadline.</li> <li>The bid arrived to ESD 112 in a sealed state.</li> </ul>	Yes or No	N/A
<b>Binder Assembly (as per the instructions in <i>Instructions for Submitting a Bid</i>):</b> _____ <b>Tab #1: All Appendices</b> <ul style="list-style-type: none"> <li>Bidder's Checklist of Eligibility (Appendix A completed, signed and notarized)</li> <li>Bidder's Statements of Assurances (Appendix B completed, signed and notarized)</li> <li>Bidder's Non-Collusion Form (Appendix C completed, signed and notarized)</li> <li>Bidder's Offer and Acceptance Form (Appendix D two copies completed, signed and notarized)</li> </ul> _____ <b>Tab #2: All Addenda</b> <ul style="list-style-type: none"> <li>The first sheet of each addendum is included and signed.</li> </ul> _____ <b>Tab #3: Evidence of Bidder Eligibility</b> <ul style="list-style-type: none"> <li>This document is included and signed.</li> </ul> _____ <b>Tab #4: Evidence of Responsibility</b> <ul style="list-style-type: none"> <li>Three letters of recommendation</li> <li>Evidence of capacity of sales staff</li> <li>Evidence of capacity of reporting staff</li> <li>Sample project proposal to a purchaser</li> <li>Evidence of ability to provide a contract web site</li> </ul>	Yes or No	Yes or No
<b>Use of Bid Forms and Other Required Documents to Submit an Offer:</b> <ul style="list-style-type: none"> <li>The Bidder used the correct bid forms.</li> <li>The Bidder completed Form ___A ___B ___C ___D correctly and entirely.</li> <li>The price adjustments in Section 1 are more competitive than in Section 2.</li> <li>Section 2 of each bid form has been completed.</li> <li>Price sheets have been submitted to support the baseline pricing of products.</li> <li>Price sheets have been submitted to support the baseline pricing of services.</li> <li>Specification sheets have been submitted for each and every product offered.</li> </ul>	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
<b>Evidence of Quality and Ethical Performance:</b> 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.
<b>Capacity of Sales Staff:</b> 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"> <li>• Personal assistance</li> <li>• Purchasing process and documentation</li> <li>• Shipping/Delivery and freight terms</li> <li>• Special pricing and bundles on awarded products</li> </ul> <i>(Refer to Instructions for Bidding in the Invitation to Bid, page 12, paragraph 1.4.2)</i>	7			Disqualified. No further evaluation.
<b>Capacity of Reporting Staff:</b> 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"> <li>• Marketing and communications activity</li> <li>• DigitalEdge price documents</li> <li>• DigitalEdge monthly sales reports</li> <li>• Payment of administrative fees</li> <li>• Request for documents</li> </ul> <i>(Refer to Instructions for Bidding in the Invitation to Bid, page 12, paragraph 1.4.3)</i>	7			Disqualified. No further evaluation.
<b>Sample Project Proposal for Purchaser:</b> 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.
<b>Website Capacity:</b> 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.
<b>Aligned with the DigitalEdge Goals:</b> 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.
<b>Responsible Bidder Criteria – Subtotal</b> <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: \_\_\_\_\_