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

**Company Name**

---

## Criteria for a Responsive Bidder

(A Yes/No Checklist)

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.”

<table>
<thead>
<tr>
<th>Status: Yes or No</th>
<th>Included on the CD or jump drive?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Pre-Bid Submittal Requirements:
- The Bidder attended the mandatory Bidder’s conference on June 9.
- The Bidder notified the DigitalEdge Project Coordinator by June 24.

### Arrival of the Bid to ESD 112:
- The bid arrived to ESD 112 by the deadline.
- The bid arrived to ESD 112 in a sealed state.

### Binder Assembly (as per the instructions in Instructions for Submitting a Bid):

<table>
<thead>
<tr>
<th>Tab #1: All Appendices</th>
<th>Included on the CD or jump drive?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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)

<table>
<thead>
<tr>
<th>Tab #2: All Addenda</th>
<th>Included on the CD or jump drive?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- The first sheet of each addendum is included and signed.

<table>
<thead>
<tr>
<th>Tab #3: Evidence of Bidder Eligibility</th>
<th>Included on the CD or jump drive?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- This document is included and signed.

<table>
<thead>
<tr>
<th>Tab #4: Evidence of Responsibility</th>
<th>Included on the CD or jump drive?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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 website

### Use of Bid Forms and Other Required Documents to Submit an Offer:

- 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.

### 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)

<table>
<thead>
<tr>
<th>Criteria for a Responsible Bidder</th>
<th>Maximum Points Allowed</th>
<th>The evidence is clear and leaves no room for doubt.</th>
<th>A phone call or email is needed for clarification.</th>
<th>The Bidder is not able to / chooses not to provide this.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Evidence of Quality and Ethical Performance:</strong> 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.</td>
<td>10</td>
<td>Full points</td>
<td>Partial points</td>
<td>0 points</td>
</tr>
</tbody>
</table>

**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:  
- Personal assistance  
- Purchasing process and documentation  
- Shipping/Delivery and freight terms  
- Special pricing and bundles on awarded products | 7 | Full points | Partial points | 0 points |

**Disqualified. No further evaluation.**

(Refer to Instructions for Bidding in the Invitation to Bid, page 12, paragraph 1.4.2)

| **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:  
- Marketing and communications activity  
- DigitalEdge price documents  
- DigitalEdge monthly sales reports  
- Payment of administrative fees  
- Request for documents | 7 | Full points | Partial points | 0 points |

**Disqualified. No further evaluation.**

(Refer to Instructions for Bidding in the Invitation to Bid, page 12, paragraph 1.4.3)

| **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. | 10 | Full points | Partial points | 0 points |

**Disqualified. No further evaluation.**

(Refer to Instructions for Bidding in the Invitation to Bid, page 12, paragraph 1.4.4)

| **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. | 6 | Full points | Partial points | 0 points |

**Disqualified. No further evaluation.**

(Refer to Instructions for Bidding in the Invitation to Bid, page 12, paragraph 1.4.5)

| **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. | 10 | Full points | Partial points | 0 points |

**Disqualified. No further evaluation.**

(Refer to Scope of Work in the Invitation to Bid, page 10)

| **Responsible Bidder Criteria – Subtotal**  
*Bidder’s score of 45 (90%) is required to move to the next evaluation phase.* | 45 | Full points | Partial points | 0 points |

| **Is this a Responsible Bidder?**  
Evaluator #1: This Bidder ____ is ____ is not a Responsible Bidder as per the checklist above.  
Evaluator #2: This Bidder ____ is ____ is not a Responsible Bidder as per the checklist above. | | Initials: | Initials: |

/ 50