# Evaluation Tools for: ITB #ESD112-DE-19A

**Company Name**

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## 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 USB?</th>
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</thead>
</table>

### Pre-Bid Submittal Requirements:

- The Bidder attended the Mandatory Bidder’s conference on **Thursday, February 7, 2019**

**Status:** Yes or No  
**Included on the CD or USB?** N/A

### 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.

**Status:** Yes or No  
**Included on the CD or USB?** N/A

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

- **Tab #1:** All Appendices
  - 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)
  - Bidder’s Recap of Manufacturers and Corresponding States submitted in the ITB (Appendix E)

**Status:** Yes or No  
**Included on the CD or USB?** Yes or No

- **Tab #2:** All Addenda
  - The first sheet of each addendum is included and signed.

**Status:** Yes or No  
**Included on the CD or USB?** Yes or No

- **Tab #3:** Evidence of Bidder Eligibility
  - This tab contains the evidence requested in Appendix A

**Status:** Yes or No  
**Included on the CD or USB?** Yes or No

- **Tab #4:** Evidence of Responsibility
  - Two letters of recommendation
  - Evidence of capacity of sales staff
  - Evidence of capacity of reporting staff
  - Evidence of ability to provide a contract website

**Status:** Yes or No  
**Included on the CD or USB?** Yes or No

- **Tab #5:** Bidder’s Current Business License
  - This tab contains a copy of the Bidder’s Company’s current business license

**Status:** Yes or No  
**Included on the CD or USB?** Yes or No

### 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 Bidder responded to all questions listed on Form A.
- The price adjustments in Section 1 are more competitive than in Section 2.
- Section 2 percentage of each bid form has been completed.
- Price sheets have been submitted to support the baseline pricing of products.
- Specification sheets have been submitted for each and every product offered.
- Bid forms, price sheets, specification sheets submitted in separate envelopes.

**Status:** Yes or No  
**Included on the CD or USB?** Yes or No

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**Is this an Eligible Bidder?**

- **Evaluator #1:** This Bidder ___ is ___ is not an Eligible Bidder as per the checklist above.  
  **Initials:**

- **Evaluator #2:** This Bidder ___ is ___ is not an 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

**Criteria for a Responsible Bidder**

(A qualitative review of the materials)

<table>
<thead>
<tr>
<th>Maximum Points Allowed</th>
<th>Full points</th>
<th>Partial points</th>
<th>0 points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Notification:</strong> The Bidder notified the DigitalEdge Project Coordinator if they are submitting a bid in response to the DigitalEdge ITB #ESD112-DE-19A.</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Evidence of Quality and Ethical Performance:</strong> Provides evidence in the two letters of recommendation that demonstrates the Bidder is of good character, integrity, and will provide excellent customer service if awarded a contract. <em>(Refer to Instructions for Bidding in the Invitation to Bid, page 11, paragraph 1.4.1)</em></td>
<td>10</td>
<td></td>
<td>Disqualified. No further evaluation.</td>
</tr>
</tbody>
</table>
| **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  
  *(Refer to Instructions for Bidding in the Invitation to Bid, page 11, paragraph 1.4.2)* | 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:  
  - Marketing and communications activity  
  - DigitalEdge price documents  
  - DigitalEdge monthly sales reports  
  - Payment of administrative fees  
  - Request for documents  
  *(Refer to Instructions for Bidding in the Invitation to Bid, page 11, paragraph 1.4.3)* | 7 | | 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.  
  *(Refer to Instructions for Bidding in the Invitation to Bid, page 11, paragraph 1.4.4)* | 6 | | Disqualified. No further evaluation. |
| **Aligned with the DigitalEdge Goals:** In its totality, the Bidder's offer for a portfolio of Chromebooks, Chrome OS Devices and Related Solutions, clearly demonstrates the company's capacity to help DigitalEdge reach its intended goals as described in the Invitation to Bid.  
  *(Refer to Scope of Work in the Invitation to Bid, page 8)* | 10 | | Disqualified. No further evaluation. |

**Responsible Bidder Criteria – Subtotal**

Bidder’s score of 40 is required to move to the next evaluation phase. / 45

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**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: 

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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.