

Request for Proposals for
**Specialized Fleet Vehicles for Municipal Operations, OEM Parts,
& Out-of-Warranty Service Work**



Issued by the City of Fairfax, Virginia
Solicitation Number **RFP104722**

Attachment 03 RFP EVALUATION PLAN

Stage 1: Initial Responsiveness Evaluation. Proposals will be reviewed for completeness and initial responsiveness. Proposals omitting required documents or responses will be scored accordingly in accordance with Attachment 01, RFP Terms and Conditions. Proposals which are substantially incomplete or lack key information may be eliminated from further consideration by the Lead Entity. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

Stage 2: Mandatory Minimum Requirements Evaluation. Complete and responsive proposals will be reviewed for compliance with the following Mandatory Minimum Requirements.

Criteria	Evaluation	Result
The Offeror shall be in business for a minimum of five (5) years providing (1) one or more of the following categories: Specialized Fleet Vehicles for Municipal Operations, OEM Parts, or Out-of-Warranty Service Work. In Section [I.A.] of Attachment 08, Offeror Response Worksheet the Offeror will select a category that aligns with their business model.	Pass/fail	
The Offeror shall provide a minimum of three (3) reference letters from a government entity.	Pass/fail	
Stage 2 Result:		

Proposals failing to meet or exceed all Mandatory Minimum Requirements identified in Attachment 03, RFP Evaluation Plan may be eliminated from further consideration in accordance with Attachment 01, RFP Terms and Conditions, as noted above.

Stage 3: Technical Criteria Evaluation. Proposals meeting or exceeding the Mandatory Minimum Requirements will be evaluated against the following Technical Criteria. The Evaluation Team will fully evaluate and score all Responsive Proposals submitted by Responsible Offerors in accordance with the Technical Criteria. For each category Offeror is responding, they will be evaluated against the following criteria:

Category 1 Specialized Fleet Vehicles for Municipal Operations:

Criteria	Technical Points Possible	Offeror's Technical Points Earned
Coverage area identified and provided	100	
Demonstrated Experience providing vehicles to public entities (includes references)	150	
Identified Vehicle Offerings, including additional offerings	200	
Demonstrated ability to meet scope of work	150	
Identified order process proposed and customer service plan (including Warranty)	100	
Stage 3 Total:	700	

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Category 2 OEM Parts:

Criteria	Technical Points Possible	Offeror's Technical Points Earned
Coverage area identified and provided	100	
Demonstrated Experience providing OEM parts to public entities (includes references)	150	
Demonstrated ability to meet scope of work	200	
Provided catalog of parts offered, including any additional accepted Manufacturers	150	
Identified order process proposed and customer service plan (including Warranty)	100	
Stage 3 Total:	700	

Category 3 Out-of-Warranty Vehicle Service Work:

Criteria	Technical Points Possible	Offeror's Technical Points Earned
Coverage area identified and provided	100	
Demonstrated Experience providing Services parts to public entities (includes references)	200	
Demonstrated ability to meet scope of work, including certifications.	200	
Identified Types of Services, including any additional accepted Manufacturers	150	
Identified order process proposed and customer service plan (including Warranty)	100	
Stage 3 Total:	700	

Offerors earning a minimum of 450 points will move on to the Cost Evaluation. The proposal of any Offeror not earning a minimum of 450 points will not advance for further consideration.

Stage 4: Cost Evaluation.

Cost	Cost Points Possible	Offeror's Technical Points Earned
Cost Evaluation:	300	
Stage 4 Total:	300	

Cost Proposals will be evaluated for Offerors advanced for further consideration be earning a minimum of 450 points following evaluation of Technical Criteria.

In the Cost Evaluation there are 300 points available for each Category (Cost Item). The Evaluation Team will fully evaluate and score the Cost Proposal for reasonableness and best value for Purchasing Entities.

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The Cost Proposal for each Category (Categories are: [1] Specialized Fleet Vehicles for Municipal Operations, [2] OEM Parts, and [3] Service) is scored independently and combined with the Technical Score to determine Total Points Earned. The formula for calculating total points earned for RFP Proposal is Technical Score (Category 1) + Specialized Fleet Vehicles for Municipal Operations = Total Points Earned; or Technical Score (Category 2) + OEM Parts = Total Points Earned, or Technical Score (Category 3) + Service = Total Points Earned. The Offeror shall complete Attachment 9, Cost Proposal to enter the appropriate information to provide their Cost Proposal. The Offeror is required to provide a Cost Proposal only for the Category(s) they are submitting a proposal.

For example: (Technical Score for Category 1) 500 Points + (Cost Proposal for Specialized Fleet Vehicles for Municipal Operations) 250 Points = 750 Totals Point Earned.

For example: (Technical Score for Category 2) 500 Points + (Cost Proposal for OEM Parts) 300 Points = 800 Totals Point Earned.

For example: (Technical Score for Category 3) 500 Points + (Cost Proposal for Out-of-Warranty Service Work) 325 Points = 825 Totals Point Earned.

Evaluation Summary

Stage	Total Points Possible	Offeror's Total Points Earned
Technical Criteria Evaluation	700	
Cost Evaluation	300	
Total:	1000	

Award Selection

All Offerors earning a minimum of 650 points combined from the Technical Criteria Evaluation and Cost Evaluation will be eligible for a Master Agreement award. The proposal of any Offeror not earning the minimum of 650 points combined from the Technical Criteria Evaluation and Cost Evaluation will not advance for further consideration.

The Sourcing Team will then determine which proposals are most advantageous to the Lead Entity and potential Participating Entities and Purchasing Entities. An award will be made to the Offeror(s) which, in the opinion of the Sourcing Team, has made the best proposal and provide the best value. Methods used to make this determination may include, but are not limited to, one or more of the following:

- Identification of a natural break in total scores
- Identification of a minimum scoring threshold above which Proposers are deemed to be adequately qualified
- Consideration of the optimal number of Contractors required to successfully supply Deliverables to Participating Entities and Purchasing Entities

Prior to the announcement of awards and execution of Master Agreements, the Lead Entity will present an award recommendation to RFxPremier for approval of the proposed awards.

Following approval of RFxPremier and the City of Fairfax, Virginia, a public Notice of Intent will be posted at <https://eva.virginia.gov> for a minimum of ten (10) calendar days.