

EL-20-002 Drone RFP

Attachment 1: Evaluation Of Bid Proposals

Introduction.

This section describes the evaluation process that will be used to determine which Bid Proposal provides the greatest benefit to the Agency. When making this determination, the Agency will not necessarily award a contract to the bidder offering the lowest cost to the Agency or to the bidder with the highest point total. Rather, a contract will be awarded to the bidder that offers the greatest benefit to the Agency.

Evaluation Committee.

The Agency intends to conduct a comprehensive, fair, and impartial evaluation of Bid Proposals received in response to this informal solicitation. In making this determination, the Agency will be represented by an evaluation committee.

Proposal Scoring and Evaluation Criteria.

The evaluation committee will use the method described in this section to assist with initially determining the relative merits of each Bid Proposal.

Scoring Guide.

Points will be assigned to each evaluation component as follows, unless otherwise designated:

4	Bidder has agreed to comply with the requirements and provided a clear and compelling description of how each requirement would be met, with relevant supporting materials. Bidder's proposed approach frequently goes above and beyond the minimum requirements and indicates superior ability to serve the needs of the Agency.
3	Bidder has agreed to comply with the requirements and provided a good and complete description of how the requirements would be met. Response clearly demonstrates a high degree of ability to serve the needs of the Agency.
2	Bidder has agreed to comply with the requirements and provided an adequate description of how the requirements would be met. Response indicates adequate ability to serve the needs of the Agency.
1	Bidder has agreed to comply with the requirements and provided some details on how the requirements would be met. Response does not clearly indicate if all the needs of the Agency will be met.
0	Bidder has not addressed any of the requirements or has provided a response that is limited in scope, vague, or incomplete. Response did not provide a description of how the Agency's needs would be met.

Technical Proposal Components.

When Bid Proposals are evaluated, the total points for each component are comprised of the component's assigned weight multiplied by the score the Bid Proposal earns. Points for all components will be added together. The evaluation components, including maximum points that may be awarded, are as follows:

<u>Technical Proposal Components</u>	<u>Weight</u>	<u>Score (0-4)</u>	<u>Potential Maximum Points</u>
Drone: All weather capabilities such as light rain, night and cold weather performance specifications	25	-----	100
Drone: Dual purpose camera with normal and thermal imagery, dual gimbal, and 4K resolution	25	-----	100
Drone Accessories: Proposal identifies 6 spare batteries, spare propellers, storage case	5	-----	20
Drone: Controller with built in screen, cannot use a iPad or personal phone	10	-----	40
Drone: Information/products provided on maintenance procedures, repair and	10	-----	40
On-site training plan for 12 staff members at the State Training School for flight operations, planning, maintenance, troubleshooting, and the Part 107 certification test	50	-----	200
Program development assistance to enable a sustainable Unmanned Aircraft Systems program	50	-----	200
Program assistance on developing the FAA Certificate of Authorization for approval	50	-----	200

Scoring of Cost Proposal Pricing.

Cost Proposal pricing will be scored based on a ratio of the lowest Cost Proposal versus the cost of each higher priced Bid Proposal. Under this formula, the lowest Cost Proposal receives all of the points assigned to pricing. A Cost Proposal twice as expensive as the lowest Cost Proposal would earn half of the available points. The formula is:

Weighted Cost Score = (price of lowest Cost Proposal/price of each higher priced Cost Proposal) X (points assigned to pricing)

Cost of Drone and Accessories:	200
Cost of Training:	200
Cost for FAA Program development:	200

Total Points Assigned to Pricing: 600.

Total Points Possible for Technical and Cost Proposals: 1,500.

3.4 Recommendation of the Evaluation Committee.

The evaluation committee shall present a final ranking and recommendation(s) to the Superintendent for consideration. In making this recommendation, the committee is not bound by any scores or scoring system used to assist with initially determining the relative merits of each Bid Proposal. This recommendation may include, but is not limited to, the name of one or more bidders recommended for selection or a recommendation that no bidder be selected. The Superintendent shall consider the committee's recommendation when making the final decision, but is not bound by the recommendation.