

# RFP EVALUATION TRAINING

You have been selected for the Evaluation Committee for the following RFP:

## **RFP 21-203 eProcurement and Contract Management Solutions**

To protect the integrity of the public procurement process, it is essential that proposals be evaluated in an unbiased manner and without conflict of interest, and that the contents of proposals remain confidential throughout the evaluation process.

In evaluation this RFP you will be provided the following documents:

1. Evaluation Commitment for conflict of interest and ethical considerations. This form needs to be signed and returned upon receipt of the evaluation packet.
2. A Proposal Checklist to give you a quick glance of the completeness of the proposals.
3. Received reference checks for the vendors (if any).
4. An Evaluation Matrix to record your evaluation scores for each proposal.
5. A Scoring Legend to explain the point values for each evaluation criteria.
6. The original RFP and any Addenda.
7. A copy of each proposal.

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If a proposal is unclear, the Point of Contact (POC) for the RFP may request additional information from the Vendor. This information can then be used in the evaluation. Only the POC may contact the Vendor.

Your willingness to participate as an evaluator is an integral part of the procurement process. BVCOG truly appreciates your assistance and expertise.

I have received and understand the Training for the RFP Evaluation.

Ben Foster

Printed Name



Signature

2-9-2022

Date

# EVALUATION COMMITMENT

## RFP 21-203 ePROCUREMENT AND

## CONTRACT MANAGEMENT SOLUTIONS

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- Do not inform anyone outside of Brazos Valley Council of Governments (BVCOG) that you are a voting member for this RFP. Do not divulge the names of any other voting members outside of BVCOG.
- Do not communicate with any of the Offerors except in a formal meeting scheduled by the BVCOG Purchasing Director.
- Keep the proposals, notes, and evaluation forms secure and confidential.
- Do not disclose any scoring information.
- Do not disclose any proposal until the final contract is executed.
- Do not accept from anyone any benefit, financial or otherwise, as consideration for your evaluation of any proposal.

A conflict of interest or the appearance of a conflict of interest may occur if you are directly or indirectly involved with an organization that has submitted a proposal for evaluation. I certify that I, and to the best of my knowledge, members of my immediate family:

1. Are not current or former employees of any of the Offerors, and are not under consideration for employment with any of the Offerors.
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I understand that my obligations under this certification are of a continuing nature. I will immediately notify the BVCOG Purchasing Director if at any time during the RFP process I encounter circumstances where my participation might result in a real, apparent, or potential conflict.

Ben Fortner

Printed Name

[Signature]

Signature

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Michael Robertson

Printed Name

Michael Robertson

Signature

2/9/23

Date

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Zachael Robertson

Printed Name

Zachael Robertson

Signature

2/9/23

Date

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Susan Lightfoot  
Printed Name

S Lightfoot  
Signature

2-9-22  
Date

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Susan Lightfoot  
Printed Name

S Lightfoot  
Signature

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Susan Molitor

Printed Name

Susan Molitor

Signature

2/9/22

Date

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Susan Molitor  
Printed Name

Susan Molitor  
Signature

2/9/22  
Date



## Proposal Checklist

**RFP No. 21-203 eProcurement and Contract Management Solutions**

**Proposal Submission Deadline: June 22, 2021 by 5 PM CST**

All proposals submitted are reflected on this spreadsheet. However, the listing of any proposal should not be construed as any indication that the BVCOG accepts any/such submission as complete or responsive.	Section One: Executive Summary	Section Two: Product Offerings	Section Three: IT Requirements	Section Four: Technical Support	Section Five: Cost Proposal	Section Six: Vendor Qualifications	Section Seven: Staff Assigned to the Account	Section Eight: Marketing Strategy	Section Nine: PSA Administrative Fee	Section Ten: Exceptions to RFP	Ethics Policy	References	Offeror Acknowledgment & Certification	Conflict of Interest Questionnaire	Form 1295: Certificate of Interested Parties	End User Service Agreement	Proposer Certifications	List of All Adenda	Evaluate?		
	Autocene Inc.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
	CobbleStone Software	N	Y	Y	Y	Y	Y	N	Y	N	Y	Y	Y	Y	Y	Y	Y (hasn't signed)	Y	Y	Y	
	Malor & Company Inc.	Y	Y	N	N	Y	Y	Y	N	N	N	N	Y	Y	N	N	Y	N	N	N	N
	Mercell, Inc.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Gov List dba ProcureNow	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	PlanetBids, Inc.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

Notes:



Brazos Valley Council of Governments

# Procurement

Susan Lightfoot, Program Administrator

3991 East 29th St, Bryan, TX 77802

## EVALUATION TABULATION

RFP No. 21-203

eProcurement and Contract Management Solutions

RESPONSE DEADLINE: June 22, 2021 at 5:00 pm

Report Generated: Wednesday, May 18, 2022

### VENDOR QUESTIONNAIRE PASS/FAIL

Question Title	Artwin Graphics	Autocene Inc	CobbleStone Systems Corp DBA CobbleStone Software	Govlist, Inc.	Mercell, Inc.	PlanetBids, Inc.	WILTONS OFFICEWORKS	Integratise Inc. dba Sysoft (Excluded) (Disqualified)	Malor & Company Inc (Excluded) (Disqualified)	Reality Technology, Inc (Excluded) (Disqualified)
Vendor Technical Response	No Response						No Response		Fail	
Ethics Policy	No Response						No Response		Fail	
Cost Proposal	No Response						No Response		Pass	
References	No Response						No Response		Fail	
Offeror Acknowledgment and Certification Form	No Response						No Response		Pass	
Conflict of Interest Questionnaire	No Response						No Response		Pass	
Form 1295 Certificate of Interest Parties Submission	No Response						No Response		Pass	
Form 1295 Certificate of Interested Parties Form	No Response						No Response		Fail	

EVALUATION TABULATION

RFP No. 21-203

eProcurement and Contract Management Solutions

Question Title	Artwin Graphics	Autocene Inc	CobbleStone Systems Corp DBA CobbleStone Software	Govlist, Inc.	Mercell, Inc.	PlanetBids, Inc.	WILTONS OFFICEWORKS	Integratise Inc. dba Sysoft (Excluded) (Disqualified)	Malor & Company Inc (Excluded) (Disqualified)	Reality Technology, Inc (Excluded) (Disqualified)
End User Service Agreement	No Response						No Response		Fail	
Proposer Certifications	No Response						No Response		Pass	

Question Title	Sysintellects (Excluded) (Disqualified)
Vendor Technical Response	
Ethics Policy	
Cost Proposal	
References	
Offeror Acknowledgment and Certification Form	
Conflict of Interest Questionnaire	
Form 1295 Certificate of Interest Parties Submission	
Form 1295 Certificate of Interested Parties Form	
End User Service Agreement	
Proposer Certifications	

## PHASE 1

### EVALUATION CRITERIA

Criteria	Description	Scoring Method	Weight (Points)
Cost Proposal	The total cost of the offered product and services should be competitive. Any optional or required additional fees will be considered.	Points Based	30 (30% of Total)
Product Offering	Products and Services should be robust, high quality, and able to meet the needs of PSA members.	Points Based	30 (30% of Total)
Usability	Software should have a usable, intuitive design.	Points Based	5 (5% of Total)
Technical Support	Technical support services should be reasonable Points will be awarded based on availability expected response times during business hours.	Points Based	5 (5% of Total)
Vendor Experience in Public Sector	Offeror must have extensive experience in supplying products to governments agencies, schools, and/or universities to score all available points.	Points Based	5 (5% of Total)
Credentials of Staff to be Assigned to the Account	Offeror's staff assigned to this contract must be well qualified to maintain the account and provide appropriate service to customers.	Points Based	5 (5% of Total)

EVALUATION TABULATION

RFP No. 21-203

eProcurement and Contract Management Solutions

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Criteria	Description	Scoring Method	Weight (Points)
Value to PSA	<p>Points are awarded based on the expected value of the resulting contract to PSA. The following areas may be taken into consideration:</p> <ul style="list-style-type: none"><li>• Offeror can show how this resulting contract will be significantly better in some area than Offeror's existing cooperative contracts, or Offeror has no other contracts with purchasing cooperatives.</li><li>• Effectiveness of the Marketing Proposal.</li><li>• Likelihood of Offeror to generate additional sales through the use of the resulting contract.</li></ul>	Points Based	15 <i>(15% of Total)</i>

EVALUATION TABULATION

RFP No. 21-203

eProcurement and Contract Management Solutions

Criteria	Description	Scoring Method	Weight (Points)
Value Added Services	<p>Offerors are encouraged to list and provide detailed descriptions of any additional products and/or services that will enhance and add value to this Contract for PSA participating member entities. These offerings will be considered and evaluated. PSA reserves the right to accept any or reject additionally proposed products or services in the best interest of PSA and its participating member entities.</p> <p>Examples include incentive programs, prompt payment discounts, and training programs.</p>	Points Based	5 (5% of Total)

**AGGREGATE SCORES SUMMARY**

Vendor	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Total Score (Max Score 100)
Autocene Inc	91	91	92	88	<b>90.5</b>
CobbleStone Systems Corp DBA CobbleStone Software	88	89	87	86	<b>87.5</b>
Govlist, Inc.	94	95	97	96	<b>95.5</b>
Mercell, Inc.	88	91	90	89	<b>89.5</b>
PlanetBids, Inc.	85	84	87	84	<b>85</b>

**VENDOR SCORES BY EVALUATION CRITERIA**

EVALUATION TABULATION

undefined - eProcurement and Contract Management Solutions

EVALUATION TABULATION

RFP No. 21-203

eProcurement and Contract Management Solutions

Vendor	Cost Proposal Points Based 30 Points (30%)	Product Offering Points Based 30 Points (30%)	Usability Points Based 5 Points (5%)	Technical Support Points Based 5 Points (5%)	Vendor Experience in Public Sector Points Based 5 Points (5%)	Credentials of Staff to be Assigned to the Account Points Based 5 Points (5%)	Value to PSA Points Based 15 Points (15%)	Value Added Services Points Based 5 Points (5%)	Total Score (Max Score 100)
Autocene Inc	26.5	27.8	5	4.5	5	3.8	14.5	3.5	90.5
CobbleStone Systems Corp DBA CobbleStone Software	26.3	28.8	5	5	4.3	3.5	12.3	2.5	87.5
Govlist, Inc.	28.3	29	5	5	5	5	14.5	3.8	95.5
Mercell, Inc.	26.5	27.3	5	5	4.8	4.3	13.3	3.5	89.5
PlanetBids, Inc.	25.5	27.5	5	4.3	3.8	5	14	0	85