

RFP EVALUATION TRAINING

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

RFP 22-204 Printers, Copiers, and Multifunction Devices

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.

Blake Berning

Printed Name

[Signature]

Signature

4/2/22

Date

EVALUATION COMMITMENT

RFP 22-204 PRINTERS, COPIERS, AND MULTIFUNCTION DEVICES

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- 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.
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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.

Blake Bertling
Printed Name

Blake Bertling
Signature

4/21/22
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Barbara Clemmons

Printed Name

Barbara Clemmons

Signature

21 April 2022

Date

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Cagan Baldree
Printed Name

Cagan Baldree
Signature

4.21.2022
Date

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Susan Lightfoot
Printed Name

S Lightfoot
Signature

4-21-22
Date

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Susan Molitor

Printed Name

Susan Molitor

Signature

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Date

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Susan Molitor
Printed Name

Susan Molitor
Signature

4/21/2021
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EVALUATION TABULATION
RFP No. 22-204
Printers, Copiers and Multifunction Devices
RESPONSE DEADLINE: April 19, 2022 at 3:00 pm
Report Generated: Friday, May 20, 2022

VENDOR QUESTIONNAIRE PASS/FAIL

Question Title	CTWP	Documation Inc	UBEO Business Services
Vendor Technical Response	Pass	Pass	Pass
Ethics Policy	Pass	Pass	Pass
Cost Proposal	Pass	Pass	Pass
References	Pass	Pass	Pass
Offeror Acknowledgment and Certification Form	Pass	Pass	Pass
Conflict of Interest Questionnaire	Pass	No Response	Pass
Form 1295 Certificate of Interest Parties Submission	Pass	Pass	Pass
Form 1295 Certificate of Interested Parties Form	Pass	Pass	Fail
End User Service Agreement	Pass	No Response	Pass
Proposer Certifications	Pass	Pass	Pass

PHASE 1

EVALUATION CRITERIA

EVALUATION TABULATION

RFP No. 22-204

Printers, Copiers and Multifunction Devices

Criteria	Description	Scoring Method	Weight (Points)
Vendor Experience and Qualifications	Offeror must have extensive experience in supplying products to government agencies, schools, and/or universities to score all available points. The Offeror must be financially sound, to provide reasonable certainty the company will have the ability to provide excellent service throughout the life of the contract.	Points Based	15 <i>(15% of Total)</i>
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 <i>(5% of Total)</i>
Variety and Quality of Equipment	Products and services must be highly valuable to the customer. Equipment is expected to be high quality and current technology.	Points Based	15 <i>(15% of Total)</i>

EVALUATION TABULATION

RFP No. 22-204

Printers, Copiers and Multifunction Devices

Criteria	Description	Scoring Method	Weight (Points)
Value Added Products and Services	<p>Offerors are encouraged to list and provide detailed descriptions of any additional products and/or services you intend to provide 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, environmentally friendly products/programs and training programs.</p>	Points Based	5 <i>(5% of Total)</i>

EVALUATION TABULATION

RFP No. 22-204

Printers, Copiers and Multifunction Devices

Criteria	Description	Scoring Method	Weight (Points)
Technical Support	<p>Technical support is critical to the on-going operation of an organization. Responses will be evaluated on the following criteria:</p> <ul style="list-style-type: none"> • Availability of Technical Support – Technical support should respond quickly to answer questions and provide service. • Problem Resolution Time – Metrics will be considered for the past calendar year. • Credentials of Installation and Technical Staff – Staff will be evaluated based on experience, education, and certifications. 	Points Based	20 (20% of Total)
Cost Proposal	<p>The total cost of the offered product and services should be competitive. Any optional or required additional fees will be considered.</p>	Points Based	30 (30% of Total)

EVALUATION TABULATION

RFP No. 22-204

Printers, Copiers and Multifunction Devices

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"> • 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. • Effectiveness of the Marketing Proposal. • Likelihood of Offeror to generate additional sales through the use of the resulting contract. 	Points Based	10 (10% of Total)

AGGREGATE SCORES SUMMARY

Vendor	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Evaluator 5	Total Score (Max Score 100)
CTWP	64	76	55	65	70	66
Documation Inc	88	86	86	83	89	86.4
UBEO Business Services	88	89	94	94	89	90.8

EVALUATION TABULATION

RFP No. 22-204

Printers, Copiers and Multifunction Devices

VENDOR SCORES BY EVALUATION CRITERIA

Vendor	<u>Vendor Experience and Qualifications</u> Points Based 15 Points (15%)	<u>Credentials of Staff to be Assigned to the Account</u> Points Based 5 Points (5%)	<u>Variety and Quality of Equipment</u> Points Based 15 Points (15%)	<u>Value Added Products and Services</u> Points Based 5 Points (5%)	<u>Technical Support</u> Points Based 20 Points (20%)	<u>Cost Proposal</u> Points Based 30 Points (30%)	<u>Value to PSA</u> Points Based 10 Points (10%)	Total Score (Max Score 100)
CTWP	10.8	4	8	2.4	17.4	17.6	5.8	66
Documation Inc	13.6	4.4	12.4	4.6	18.4	25.6	7.4	86.4
UBEO Business Services	13.8	2	14.4	3.6	19	29.2	8.8	90.8