

**RFP No. 413019 - EVALUATION FORM**

**Laboratory Services Related to Investigation and Cleanup of State and Federal Superfund, Abandoned Mine, Petroleum Release Sites and Other Contaminants.**

**PASS / FAIL ELIMINATION**

Offeror: \_\_\_\_\_

Procurement Officer: Vicki Woodrow

**PASS / FAIL (Circle One)**

A. Package submitted by the deadline	P/F
B. Package is complete - included all information required in Section II.A of RFP	P/F
<input type="checkbox"/> Offeror's company name, business form (i.e., corporation, limited liability company, partnership, sole proprietorship, etc.), name of registered agent and their contact information, name, title and physical address of company signatory (person authorized to sign the Agreement) and tax identification number.	
<input type="checkbox"/> Name, title, mailing address, e-mail address, telephone number, fax number of contact Offeror's point of contact for purposes of this RFP and any resulting contract.	
<input type="checkbox"/> List of Offeror's lab analyses and pricing.	

**TEAM EVALUATION SCORING & REFERENCE CHECKS SCORES:**

**Total Scores:**

Proposal Evaluation Score (out of 320 possible points): \_\_\_\_\_

Reference Check Score (out of 120 possible points): \_\_\_\_\_

**Total Combined Score (out of 440 possible points): \_\_\_\_\_**

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**Laboratory Services Related to Investigation and Cleanup of State and Federal Superfund, Abandoned Mine, Petroleum Release Sites and Other Contaminants.**

**TEAM PROPOSAL EVALUATION**

**Offeror:** \_\_\_\_\_ **Team Member:** \_\_\_\_\_

**TOTAL POSSIBLE POINTS: 320**      **TOTAL POINTS AWARDED:** \_\_\_\_\_

*NOTE: The 120 possible points for the reference check is part of this evaluation phase. Since those points are not assessed by the individual team members, they are not included in the total listed above. They will be added to the final team average score.*

*(PLEASE SEE THE SCORING GUIDE AT THE END FOR EXPLANATION)*

**I. Personnel Expertise - (Max 30 points available)**      **Total Points Awarded:** \_\_\_\_\_

Qualifications of key professional personnel (based on review of proposal and resumes submitted in response to Section II.A.4 of the RFP)

- 30 pts Superior qualifications and experience
- 20 pts Good qualifications and experience
- 10 pts Sufficient qualifications and experience
- 0 pts Inadequate qualifications and experience

**II. Qualifications of Firm - (Max 240 points available)**      **Total Points Awarded:** \_\_\_\_\_

a. Length of time in business providing analytical laboratory services      Subtotal Pts \_\_\_\_\_

- 30 pts more than 10 years
- 20 pts more than 5 but less than 10 years
- 10 pts less than 5 years

b. Laboratory expertise and reliability (based on proposal)      Subtotal Pts \_\_\_\_\_

- 30 pts Superior expertise and reliability
- 20 pts Good expertise and reliability
- 10 pts Sufficient expertise and reliability
- 0 pts Inadequate expertise and reliability

\_\_\_\_\_pts Demonstrated expertise and reliability in handling and analyzing a variety of environmental samples for parameters listed in Appendices A and/or B;

\_\_\_\_\_pts Demonstrated expertise and reliability in implementing current laboratory analytical methods set forth by the EPA or other methods acceptable to DEQ;

\_\_\_\_\_pts Reporting limits for standard and low concentration soil and groundwater samples are acceptable;

\_\_\_\_\_pts Ability to store, maintain and transfer data electronically;

\_\_\_\_\_pts Demonstrated reliability in meeting the acceptable turnaround times set forth in the RFP;

\_\_\_\_\_pts Demonstrated reliability in maintaining accepted protocols for sampling, chain of custody, holding times, laboratory analysis, instrument calibration and maintenance, quality control and assurance, sample storage and disposal and reporting.

c. Lab Certifications – 30 points      Subtotal Pts \_\_\_\_\_

Laboratory is certified by the National Environmental Laboratory Accreditation Conference (NELAC), or other environmental laboratory accrediting authority that meets NELAC standards, and is recognized by the National Environmental Laboratory Accreditation Program (NELAP).

**III. Costs (Max 50 points available)**

**Total Points Awarded:** \_\_\_\_\_

1-10 pts Offeror's prices are reasonable and competitive as compared to price benchmarks under previous DEQ contracts for laboratory services or the prevalent industry rates for the northern Rockies region.  
Subtotal Pts \_\_\_\_\_

1-10 pts Offeror will provide a discount for volume or for repetition of analyses.  
Subtotal Pts \_\_\_\_\_

1-10 pts Offeror will provide other discounts useful to DEQ.  
Subtotal Pts \_\_\_\_\_

1-10 pts Offeror's fees for providing shortened or rush turnaround times are reasonable and competitive as compared to rush charges of other offerors responding to this RFP, and as compared to rush charges under previous DEQ contracts for laboratory services.  
Subtotal Pts \_\_\_\_\_

1-10 pts DEQ will receive Offeror's lowest and best rate on certain or all analysis.  
Subtotal Pts \_\_\_\_\_

**SCORING GUIDE**

The evaluator/evaluation committee will consider the following guidelines in awarding points to the evaluation criteria and the evaluations of the reference questions:

**Superior Response:** exceptional – surpasses expected response and completely and comprehensively meets all of the requirements of the RFP; concisely includes creative analysis and/or additional information and recommendations that are valuable and beneficial to the agency.

**Good Response:** clearly meets all the requirements of the RFP and demonstrates in an unambiguous and concise manner a thorough knowledge and understanding of the category or categories with no deficiencies noted.

**Sufficient Response:** minimally meets most requirements of the RFP. Offeror demonstrated some ability to comply with guidelines and requirements of the category or categories, but knowledge of the subject matter is limited.

**Inadequate Response:** does not meet the requirements of the RFP. Offeror failed to demonstrate sufficient knowledge of the subject matter, or adequately/correctly answer the question asked.

**RFP No. 413019 – REFERENCE EVALUATION FORM**

**Laboratory Services Related to Investigation and Cleanup of State and Federal Superfund, Abandoned Mine, Petroleum Release Sites and Other Contaminants.**

**Offeror:** \_\_\_\_\_ **Team Member:** \_\_\_\_\_

**TOTAL POSSIBLE POINTS: 120**      **TOTAL POINTS AWARDED: \_\_\_\_\_**

Scores will be calculated from the three Client Reference Forms (attached to the RFP as Appendix E) that Offeror will submit with its proposal. Each missing reference will be assigned a zero value.

**Client Reference Score Calculation:**

(Ref 1 \_\_\_\_\_ + Ref 2 \_\_\_\_\_ + Ref 3 \_\_\_\_\_) = (Sum) \_\_\_\_\_ divided by 3 = (Total Points) \_\_\_\_\_