

**Request for Proposals for
Vehicle Upfitting Sales and Installation**

Issued by the University of Arkansas Little Rock
Solicitation Number FB-26-007

**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 may be rejected in accordance with Attachment 01, RFP Terms and Conditions.

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 six (6) years providing vehicle upfitting sales and installation for law enforcement, fire response, and non-public safety vehicles. | Pass/fail | |
| The Offeror shall provide a minimum of four (4) reference letters from a government entity. | Pass/fail | |
| The Offeror's facility shall have a minimum of five (5) installation bays to perform vehicle upfitting services. | Pass/fail | |
| Stage 2 Result: | | |

Proposals failing to meet or exceed all Mandatory Minimum Requirements identified in Attachment 03, RFP Evaluation Plan, may be rejected 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.

| Criteria | Technical Points Possible | Offeror's Technical Points Earned |
|--|---------------------------|-----------------------------------|
| Experience, Facility, Skills, & Qualifications | 200 | |
| Products & Services | 200 | |
| Identified Order Process Proposed and Customer Service Plan (including Warranty) | 150 | |
| Demonstrate Ability to Meet Scope of Work | 100 | |
| Promotion of the RFxPremier Master Agreement | 50 | |
| Stage 3 Total: | 700 | |

Stage 4: Cost Evaluation. Under the Most Advantageous Proposal (MAP) method, Cost Proposals will be opened at the same time as the Technical Proposals. All Cost Proposals will be evaluated and the contents of Attachment 09, Cost Proposal will be scored as follows:

Cost Proposals will be awarded in two parts.

- 1) Cost Evaluation: Please provide the labor rate and the discount off the Manufacturer Price List (MPL). Please note that the standard labor rate must be within 15% (percent) of the DOL labor rates for that position in the area.
- 2) Best Value Evaluation: How will you ensure the purchasing entity gets the best value? (For Example: using RFxPremier or additional discounts through manufacturer rebates.)

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PROPOSED COSTS

| Cost | Cost Points Possible | Offeror's Technical Points Earned |
|-----------------------|----------------------|-----------------------------------|
| Cost Evaluation | 150 | |
| Best Value Evaluation | 150 | |
| Stage 4 Total: | 300 | |

The Offeror shall complete Attachment 9, Cost Proposal to enter the appropriate information to provide their Cost Proposal.

In the Cost Evaluation, there are two parts

- 1) Cost Evaluation
- 2) Best Value Evaluation

The Cost Evaluation will be calculated only in comparison with other cost proposals received for the same region. The formula for calculating cost points earned for Proposed Costs is Lowest Cost / Offeror's Cost x 150 points.

The Best Value Evaluation will be done through consensus scoring with the maximum number of points received being 150.

The maximum number of points that can be earned in Stage 4 Cost Evaluation is 300.

At the Lead Entity's discretion, points earned in the Cost Proposal evaluation may be normalized and scaled to award the Offeror earning the highest total cost score to the maximum number of cost points possible.

Cost Proposals may also be subject to an independent review of reasonableness and best value by the Lead Entity. Costs determined not to be reasonable or best-value by the Lead Entity may result in all or part of Offeror's proposal being scored accordingly and not advanced for further consideration.

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 be rejected.

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

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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 University of Arkansas Little Rock will publicly post a public Notice of Intent to Award. The Notice of Intent will include a reference to the fourteen (14) calendar-day appeal period.

The resulting contracts will be to RFxPremier to be held and administered. Offeror agrees to execute any assignment provisions when requested.