

**SECTION IX**  
**EVALUATION AND SELECTION**

Addendum 9 – 08/21/08

**RFP OSI 2046  
EVALUATION & SELECTION**

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**A. INTRODUCTION**

This section presents the process and the criteria the State will follow in evaluating proposals submitted by Bidders in response to RFP OSI 2046.

Draft and Final Proposals will be evaluated in a multi-step process to determine the Final Proposal offering the most value effective solution to OSI. The most value effective solution is the proposal that meets all requirements set forth in this RFP and offers the State the best combination of functionality, supportability, service levels, availability, accuracy, security, and cost over the evaluation period.

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**B. RECEIPT**

Proposals must be delivered to the State Procurement Official specified in Section I, Introduction and Overview of Requirements, at the time and place specified. Upon receipt, each proposal will be verified as properly sealed and date and time stamped. Draft and Final Proposals must be in the quantity and format specified in Section VIII, Proposal Format.

Cost information must NOT be included in the Draft Proposal. Draft Proposal submissions shall use "XXX" in place of dollar amounts. Final Proposal submissions shall include costs only in Volume 3, under separate, sealed cover. Inclusion of cost information, other than as prescribed above, may be basis for rejection.

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**C. EVALUATION OF DRAFT PROPOSALS**

**Evaluation Team**

The State will establish an Evaluation Team (Team) comprised of individuals from CDSS, OSI, and counties, that will be responsible for the review and evaluation of Bidders' proposals. The Team will work through the State Procurement Official who will provide guidance and oversight for the evaluation process. The State may consult additional qualified individuals (i.e., Subject Matter Experts) during the evaluation process to assist the Team in gaining a better understanding of technical, financial, legal, contractual, project or program issues. These individuals will not have scoring responsibility during the evaluation process.

**Draft Proposal**

The Draft Proposal must be submitted by the date and time specified in Section I, Introduction and Overview of Requirements, Key Action Dates, and must contain all the information required throughout the RFP, without costs. The proposal must be responsive to all Section III, Current System; Section V, Administrative Requirements (AR); and Section VI, Statement of Work (SOW) requirements and must include completed Corporate and Staff Reference forms and deliverables (Refer to Section V, Administrative Requirements; and Section VI, Statement of Work). The main purpose of the Draft Proposal is to provide the State with a complete proposal (except for cost figures) in order to identify any faulty aspects that, if not corrected, could cause the Final Proposal to be rejected. The Draft Proposal format and submission must follow the format presented in Section VIII, Proposal Format. The Draft Proposal will be evaluated, but not scored.

Draft Proposals received by the specified time and date will be opened and reviewed for detailed compliance with the requirements of the RFP. The Evaluation Team will review Draft Proposals to identify the following:

- Compliance with all processes, products, and services as described in RFP Section II, Rules Governing Competition; Section III, Current System; Section V, Administrative Requirements; Section VI, Statement of Work Requirements; Section VII, Cost; and, Section VIII, Proposal Format.
- Any "qualifiers" or conditions placed on the proposal (conditional proposals are not acceptable).
- Areas where a proposal appears to be non-responsive or defective and requires additional clarification, or demonstrates lack of responsiveness.
- Areas where a proposal is unclear.

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The Draft Proposal review will examine the Bidder's detailed responses and any deliverables provided to add substance and background on how certain key requirements will be met.

It is imperative that no cost figures be included in the Draft Proposal. As indicated in Section VIII, Proposal Format, "XXX's" shall be used in place of dollar figures. If dollar figures are included in the Draft Proposal, the Bidder may be disqualified from further participation in the procurement process. Further, when submitting the Final Proposal, it is imperative that all cost figures, including DVBE subcontractor commitments, and cost information, be included only in the separately sealed Volume 3, Cost.

### **Customer Reference List Evaluation – Pass/Fail**

A sub-set (at least two (2) members) of the Team will review Bidder and subcontractor, if required, responses to this RFP, including effectiveness of the Bidder's personnel and the overall level of satisfaction with the services provided by the Bidder. These responses include:

- Exhibit V-B Corporate Background and Experience Matrix;
- Exhibit V-E.1 Bidder History and Client Reference: Bidder Corporate Project Experience;
- Exhibit V-E.2 Bidder History and Client Reference: Bidder Corporate Fingerprint Database Experience;
- Exhibit V-E.3 Bidder History and Client Reference: Bidder Corporate Database Experience; and
- Exhibit V-E.4 Bidder History and Client Reference: Subcontractor Corporate References.

The Team will attempt to contact all Company references provided by the Bidder via the following completed form(s):

- Exhibit V-E.1 Bidder History and Client Reference: Bidder Corporate Project Experience;
- Exhibit V-E.2 Bidder History and Client Reference: Bidder Corporate Fingerprint Database Experience;
- Exhibit V-E.3 Bidder History and Client Reference: Bidder Corporate Database Experience;
- Exhibit V-E.4 Bidder History and Client Reference: Subcontractor Corporate References; and
- Exhibit V-F Project Manager Reference.

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The State will be contacting references during normal business hours (M-F, 8am-5pm PT) during the timeframe identified in Section I, Introduction and Overview of Requirements, Key Action Dates. The Bidder is responsible for ensuring the reference is aware of the contact and will be generally available in this time frame. If the State is unable to contact the provided references after three (3) attempts, the reference will be treated as nonexistent. These reference accounts must be external to the Bidder's and subcontractor's organizations and be from a paying customer.

In order to receive a Passing Customer Reference Score, all three (3) required references must provide a "yes" answer to the Bidder's performance in at least nine (9) of the thirteen (13) performance areas (Management Activities/Daily Activities/Other Activities), as well as provide a "yes" response to the "Overall Satisfaction" performance area.

**Staff Qualifications Assessment**

The Resume Format (Administrative Requirement #10) contained in Section V, Administrative Requirements, must be followed for those Core Staff (Project Manager, System Engineers, System Administrator / Database Administrator, and Help Desk Coordinator) proposed for meeting the requirements of this RFP. The information contained within the resumes must confirm that the staff has the required qualifications as identified in Section V, Administrative Requirements, to successfully complete the RFP's requirements. Core staff references will be contacted for validation and assessment of staff work experience, knowledge and skills. Reference contacts must confirm the project size, roles/skills identified for that reference, as well as the individual's performance was such that the reference would hire, if necessary, this individual again. Additionally, the Project Manager's references must affirmatively respond to all the performance areas (e.g., Communication, Issue Resolution, etc.) of Exhibit V-F of this RFP. In order for Core staff to receive a Passing rating, resumes and reference checks must confirm that the staff proposed meet the positions' requirements, as well as that their performances are satisfactory. The State will question the references during the reference check calls to determine if the reference meets our requirements. While it is intended that only the Project Manager's and other Core Staff references will be contacted to confirm the qualifications stated and satisfaction with their services, the references of other proposed staff may be contacted should there be any doubt of their meeting the required qualifications.

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**Confidential Discussions**

The Team will provide the Bidder an agenda consisting of the issues, including Proposed Staff concerns that were discovered during the Draft Proposal review and meet with each Bidder individually to discuss the agenda items. These confidential discussions will allow the Bidder to discuss their proposal and ask questions specific to its proposal without having to share those questions with other participating Bidders. Bidders may add items to the discussion. Nothing said at the meeting is binding on either the Bidder or the State. The Bidder must meet the requirements as stated in the RFP and the State will evaluate the Bidders Final Proposal that is submitted to the State. The Bidder is responsible for keeping track of the changes that have to be made to their proposal. There will not be any minutes prepared from the meeting.

The Team will not require changes or make counter-proposals during discussion of Draft Proposals. It will only identify concerns, ask for clarification and express reservation if a requirement of the RFP is not, in the opinion of the Team, satisfied.

**Note:** The State makes no warranty that all errors will be identified during the review of the Draft Proposal or that such errors remaining in the Final Proposal will not cause the proposal to be rejected.

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**D. EVALUATION OF FINAL PROPOSALS**

**Proposal Opening and Validation Check (PASS/FAIL)**

The Final Proposal must be delivered to the State Procurement Official specified in Section I, Introduction and Overview of Requirements, by the time and date specified in the Key Action Dates. The State will record the time of receipt and verify that the proposal was received in a sealed condition.

Final Proposals not received by the date and time specified in Section I, Introduction and Overview of Requirements, Key Action Dates, or received not sealed, will be rejected.

All sealed proposals received by the time and date specified in RFP Section I, Introduction and Overview of Requirements, Key Action Dates, will be evaluated. The proposals will then be checked for the presence of the relevant information in conformance with the requirements of this RFP. Absence of required information will deem the proposal non-responsive and may cause rejection.

Volume 3, Costs, shall remain sealed until the evaluation of Volumes 1, 2, and 4 are complete.

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**E. EVALUATION METHODOLOGY**

<b>Table IX-2 Summary of Overall Evaluation Scoring Process</b>		
	<b>Maximum Score</b>	<b>Bidder's Score</b>
<b>Administrative Review (Pass/Fail)</b>		
<b>BID OPENING &amp; CONTENT VALIDATION</b>		
Requirements Met?	N/A	Pass/Fail
<b>SECTION V ADMINISTRATIVE REVIEW</b>		
Requirements Met?	N/A	Pass/Fail
<b>SECTION VI ADMINISTRATIVE REVIEW</b>		
Requirements Met?	N/A	Pass/Fail
<b>Proposal Evaluation (Scored)</b>		
<b>TECHNICAL REQUIREMENTS (1,000 points)</b>		
Technical Requirements	800	
<b>MANDATORY SCORED FACTORS (200 points)</b>		
Corporate Fingerprint Database Experience	40	
Bidder Corporate Database Experience	40	
Workstation Availability	20	
Transition-In period Accelerated Schedule	100	
<b>COST COMPONENT (1,000 points)</b>		
Cost including TACPA, EZA, LAMBRA PREFERENCE CLAIMS	1000	
<b>Subtotal</b>	<b>1000</b>	
<b>Subtotal points for evaluation purposes only</b>		
	<b>2000</b>	
<b>Preference Programs</b>		
<b>DVBE INCENTIVE (10% OF COST POINTS)</b>	<b>100</b>	
<b>SMALL BUSINESS PREFERENCE (5% OF ALL POINTS)</b>	<b>100</b>	
<b>TOTAL SCORE for evaluation purposes only</b>	<b>2200</b>	

The Team will review the Bidder's proposal to ensure the proposal contains valid responses to all of the Mandatory requirements. If a proposal lacks a valid response to any of the requirements or is lacking any deliverable, it will be considered non-responsive and, if it is material, the proposal will be rejected.

**Validation Against Mandatory Requirements (PASS/FAIL)**

The State will evaluate each proposal in detail to determine compliance with the RFP requirements, particularly Section II, Rules Governing Competition; Section III, Current System; Section V, Administrative Requirements; Section

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VI, Statement of Work; Section VII, Cost; and, Section VIII, Proposal Format. If a proposal fails to meet a requirement, the State will determine if the deviation is material as defined in Section II, Rules Governing Competition. Scoring will not be performed for any proposal not meeting all mandatory requirements.

All administrative and SOW requirements require responses, even though a bidder may not be requesting a preference or additional points. All responses will be reviewed. Certain administrative requirements are optional, and affirmative responses to these requirements are not required by the bidder. The optional requirements are marked as such in the list below. Administrative and SOW requirements include:

- Administrative Requirement #1 – Bidder and Subcontractor Qualifications.
- Administrative Requirement #2 – Bidder Corporate Project Experience.
- Administrative Requirement #3 – Bidder Corporate Fingerprint Database Experience. **(Optional)**
- Administrative Requirement #4 – Bidder Corporate Database Experience. **(Optional)**
- Administrative Requirement #5 – Bidder Corporate References.
- Administrative Requirement #6 – Subcontractor Corporate References.
- Administrative Requirement #7 – Restriction of Employment of SFIS State Staff.
- Administrative Requirement #8 – General Staffing Requirement.
- Administrative Requirement #9 – Resumes for M & O Staff.
- Administrative Requirement #10 – Core Staff Member Requirements.
- Administrative Requirement #11 – Detailed Staffing Plan.
- Administrative Requirement #12 – Contractor Staff Location.
- Administrative Requirement #13 – Contractor Personnel Reporting.
- Administrative Requirement #14 – M & O Staff Member Qualifications.
- Administrative Requirement #15 – State’s Review of Minimum Staffing Levels.
- Administrative Requirement #16 – Additional Staffing Requirements.
- Administrative Requirement #17 – State Approval Over All Contractor Staffing Assignments.
- Administrative Requirement #18 – Required Compliance Forms.

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- Administrative Requirement #19 – Central Site Location.
- Administrative Requirement #21 – Americans with Disabilities Act (ADA) Compliance Statement.
- Administrative Requirement #22 – Disabled Veteran Business Enterprise (DVBE) Participation Program Requirement.
- Administrative Requirement #23 – Enterprise Zone Act (EZA).  
**Optional)**
- Administrative Requirement #24 – Target Area Contract Preference Act (TACPA). **(Optional)**
- Administrative Requirement #25 – Local Agency Military Base Recovery Act (LAMBRA). **(Optional)**
- Administrative Requirement #26 – Small Business Preference.  
**(Optional)**
- Administrative Requirement #27 – Bidder Declaration.
- Administrative Requirement #28 – Domestic and Foreign Business Entities.
- SOW Requirement #1 – System Databases and Digital Image Retrieval Subsystem (DIRS).
- SOW Requirement #2 – Equipment Obtainability.
- SOW Requirement #3 – Live Scan Equipment.
- SOW Requirement #4 – System Restart Time-Frames.
- SOW Requirement #5 – Authorization of Changes to SFIS.
- SOW Requirement #6 – Changes to SFIS Application Source Code.
- SOW Requirement #7 – SFIS Application Changes Test Process.
- SOW Requirement #8 – Additional Load / Throughput Testing.
- SOW Requirement #9 – Fingerprint Quality Control Threshold.
- SOW Requirement #10 – Fingerprint Image Retention.
- SOW Requirement #11 – Reporting of Rejected Images.
- SOW Requirement #12 – Two-Finger OPEN SEARCH False Match Requirement.
- SOW Requirement #13 – Two-Finger OPEN SEARCH False Non-Match Requirement.
- SOW Requirement #14 – Two-Finger CLOSED SEARCH False Non-Match Requirement.

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- SOW Requirement #15 – Continued SFIS Fingerprint Match Accuracy Testing.
- SOW Requirement #16 – Verification of Unexpected Results.
- SOW Requirement #17 – Data Interchange with Other Entities.
- SOW Requirement #18 – Open Search Response Time.
- SOW Requirement #19 – Response Time Reporting.
- SOW Requirement #20 – Capacity Planning.
- SOW Requirement #21 – Technology Refreshment.
- SOW Requirement #22 – Raw Image (Bitmap) Retrieval and Storage Plan.
- SOW Requirement #23 – Transition-In Plan.
- SOW Requirement #24 – Transition-In Period Accelerated Schedule.
- SOW Requirement #25 – Contingency Plan.
- SOW Requirement #26 – Data Migration.
- SOW Requirement #27 – System Acceptance Testing.
- SOW Requirement #28 – Remote Site Maintenance of Equipment.
- SOW Requirement #29 – Workstation Availability.
- SOW Requirement #30 – Workstation Downtime.
- SOW Requirement #31 – Portable Input Workstation Maintenance.
- SOW Requirement #32 – Deliverable Documents.
- SOW Requirement #33 – Deliverable Processes.
- SOW Requirement #34 – Deliverable Process Document.
- SOW Requirement #35 – Business Process Documentation.
- SOW Requirement #36 – List of Computer Hardware and Software.
- SOW Requirement #37 – SFIS Fingerprint Database Quality Assessment.
- SOW Requirement #38 – Process Improvement Methodology.
- SOW Requirement #39 – Configuration Management (CM) Plan.
- SOW Requirement #40 – Testing Approach Document.
- SOW Requirement #41 – Disaster Recovery Plan Updates and Tests.
- SOW Requirement #42 – Quality Assurance (QA) Plan.

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- SOW Requirement #43 – Security Assessment.
- SOW Requirement #44 – Revision, Production, and Distribution of SFIS Brochures.
- SOW Requirement #45 – Help Desk – Average Calls Answered.
- SOW Requirement #46 – Project Management Tool Selection.
- SOW Requirement #47 – Training for COTS.
- SOW Requirement #48 – Cooperation with Oversight Contractor.
- SOW Requirement #49 – Expiration of the Contract.
- SOW Requirement #50 – Termination of the Contract.
- SOW Requirement #51 – Hours of Operation.
- SOW Requirement #52 – Data Encryption.
- SOW Requirement #53 – Equipment, Services, and Staff to Maintain and Operate SFIS as Described in RFP Section III; Current System, Section V; Administrative Requirements, and this Statement of Work.

While many of the mandatory requirements request an affirmative response by the Bidder that they will fulfill this requirement, others require the completion and submission of a document or form in order to be responsive. The requirements that require the submission of a document or form are as follows:

- Administrative Requirement #1 – Bidder and Subcontractor Qualifications.
- Administrative Requirement #2 – Bidder Corporate Project Experience.
- Administrative Requirement #3 – Bidder Corporate Fingerprint Database Experience. (**Optional**)
- Administrative Requirement #4 – Bidder Corporate Database Experience. (**Optional**)
- Administrative Requirement #6 – Subcontractor Corporate References.
- Administrative Requirement #9 – Resumes for M & O Staff.
- Administrative Requirement #10 – Core Staff Member Requirements.
- Administrative Requirement #11 – Detailed Staffing Plan.
- Administrative Requirement #18 – Required Compliance Forms.
- Administrative Requirement #21 – Americans with Disabilities Act (ADA) Compliance Statement.

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- Administrative Requirement #22 – Disabled Veteran Business Enterprise (DVBE).
- Administrative Requirement #23 – Enterprise Zone Act (EZA). **(Optional)**
- Administrative Requirement #24 – Target Area Contract Preference Act (TACPA). **(Optional)**
- Administrative Requirement #25 – Local Agency Military Base Recovery Act (LAMBRA). **(Optional)**
- Administrative Requirement #26 – Small Business Preference. **(Optional)**
- Administrative Requirement #27 – Bidder Declaration.
- Administrative Requirement #28 – Domestic and Foreign Business Entities.
- Statement of Work Requirement #2 – Equipment Obtainability.
- Statement of Work Requirement #23 – Transition-In Plan.
- Statement of Work Requirement #36 – List of Computer Hardware and Software.

**Each proposal meeting all of the mandatory requirements (pass / fail) will receive a score of 800 points.**

**Mandatory Requirements (Scored)**

The State will identify and award points for each of the four (4) mandatory scored requirements identified in Section V, Administrative Requirements, and Section VI, Statement of Work.

***Corporate Fingerprint Database Experience – AR #3***

Forty (40) points will be awarded to those Bidders who have successfully installed and operated at least one (1) civil fingerprint imaging system with an operational database size of at least 2,000,000 client records (minimum two (2) fingerprint images per record). This experience shall be that of the prime Contractor, experience of any sub-contractor will not be considered.

In order to be awarded all forty (40) points for large fingerprint database experience, the Bidder must:

- List at least one (1) civil fingerprint system with a database size equal to or greater than two million (2,000,000) client records (minimum two (2) fingerprint images per record);

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- Specify the database size and average monthly workload for each system listed. Average monthly workload shall be equal to or greater than sixty thousand (60,000) CLOSED SEARCH transactions per month, and thirty thousand (30,000) OPEN SERACH transactions per month; and,
- Specify a client contact person and contact number for each system listed. (**Note:** Client contact person will be contacted to verify the information.)

The requirement will be scored as follows:

0 systems	0 points
1+ system	40 points

***Bidder Corporate Database Experience – AR #4***

Up to forty (40) points will be awarded for the number of systems for which the references are able to provide positive responses to the State's inquiries. The Bidder shall have successfully operated as a prime contractor, three (3) or more systems (up to five (5)) for a minimum of a two (2) year continuous period within the past five (5) years. Each system shall have an operational relational database size of at least two million (2,000,000) records. Total contract value for each system shall have been equal to or greater than three quarters (\$0.75) million dollars. Systems shall meet the following criteria:

- Operational relational database size of at least two million (2,000,000) records, provide approximate number of database records.
- Total contract value in excess of three quarters (\$0.75) million dollars, provide approximate value.

The Bidder shall specify a client contact person and contact number for each system listed. (**Note:** Client contact person will be contacted to verify the information.)

The requirement will be scored as follows:

0 systems	0 Points
1 system	0 Points
2 systems	0 Points
3 systems	24 points

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4 systems	32 points
≥ 5 systems	40 points

**Transition-In Period Accelerated Schedule – SOW Requirement #24**

If the Bidder elects to propose an accelerated schedule for the Transition-In Period, the Bidder will be awarded points for the Accelerated Schedule (SCHED) as follows:

6 months ≥ SCHED > 5 months	0 points (maximum schedule allowable)
5 months ≥ SCHED > 4 months	<del>25</del> points
<del>4 months ≥ SCHED &gt; 3 Months</del>	<del>50</del> points
<del>3 months ≥ SCHED &gt; 2 Months</del>	<del>75</del> points
<del>2 months ≥ SCHED</del>	<del>100</del> points

Deleted: 50

Deleted: 4

Deleted: 100 points

**Workstation Availability – SOW Requirement #29**

If the Bidder elects to state a Workstation Availability level greater than ninety-eight point five percent (98.5%), the Bidder will be awarded points for the higher level and the Bidder will be contractually obligated to maintain the higher availability level when the system is in operation.

Points will be awarded for Workstation Availability (WA) as follows:

98.5% ≤ WA < 99.0%	0 points (minimum requirement is 98.5%)
99.0% ≤ WA < 99.5%	10 points
99.5% ≤ WA	20 points

**Maximum Possible Points for Mandatory Scored Factors: 200**

**Cost Analysis**

**Bidder Preferences**

For bidders that are found responsible and responsive to the proposal requirements, the cost adjustments for preference claims TACPA, EZA, LAMBRA participation incentives will be performed during the cost evaluation.

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**Cost Calculation**

There will be a separate opening of Bidder's Cost Proposals, after responses have been evaluated and Scored. The Evaluation Team will make sure that the cost includes all products and services described in the technical and administrative evaluation. The required cost figures will be checked for mathematical accuracy.

Errors and inconsistencies will be dealt with according to procedures contained in Section II, Rules Governing Competition, Paragraph C.7.d., Errors in the Final Proposal. Only those cost adjustments will be made for which procedures are described in this RFP.

The maximum number of points for this category will be awarded to the lowest cost evaluated proposal. A scoring ratio will be used to compute the cost score awarded to each proposal by dividing the lowest proposed total cost among all successful proposals by the cost proposed by each of the other Bidders. That ratio will be multiplied by the maximum number of points possible for this category to determine the number of points each Bidder will be awarded. One thousand (1000) maximum points will be available in this evaluation category as shown in Table IX-1, Cost Analysis.

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<b>Table IX-1 Cost Analysis Example</b>						
<b>Bidder</b>	<b>Total Proposal Amount</b>		<b>Ratio</b>		<b>Maximum Points Possible</b>	<b>Total Points Awarded</b>
Bidder A	32,000,000	$\frac{32,000,000}{32,000,000}$	1.00	x	1000	= <b>1000</b>
Bidder B	37,000,000	$\frac{32,000,000}{37,000,000}$	.865	x	1000	= <b>865</b>
Bidder C	34,000,000	$\frac{32,000,000}{35,500,000}$	.941	x	1000	= <b>901</b>

Maximum Possible Points for Costs: 1000

**Note:** All points will be rounded to the first decimal place. For example, 100.55 points will be rounded to 100.6 and 100.54 points will be rounded to 100.5.

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**Small Business and DVBE Preferences**

Per Government Code, Section 14835, et seq., Bidders who qualify as a small business will be given a five percent (5%) preference for contract evaluation purposes only. The five percent (5%) preference is calculated on the total number of points awarded to the highest scoring non small business that is responsible and responsive to the proposal requirements. The rules and regulations of this law, including the definition of a small business for the delivery of goods and services are contained in the California Code of Regulations, Title 2, Section 1896, et seq. and can be viewed online at [www.pd.dgs.ca.gov/smbus](http://www.pd.dgs.ca.gov/smbus).

Per Military and Veterans Code, Section 999.5(a), an incentive will be given to bidders who provide Disabled Veteran Business Enterprise (DVBE) participation. For contract award evaluation purposes only, the State shall apply an incentive to proposals that include California certified DVBE participation. The maximum incentive for this procurement is ten percent (10%) of the maximum number of administrative (no administrative points are available for this RFP) and cost points available and is based on the amount of DVBE participation obtained, according to Table IX-1 Confirmed DVBE Participation Incentive below.

<b>Table IX-1 Confirmed DVBE Participation Incentive</b>	
<b>Confirmed DVBE Participation of:</b>	<b>DVBE Incentive:</b>
More than 4%	10%
3% or more but less than 4%	8%
2% or more but less than 3%	5%
1% or more but less than 2%	3%
Less than 1%	0%

The DVBE Incentive percentage is applied to administrative and cost points available. For this RFP, all requirement points are technical and no administrative points are available. The cost points are identified in Section VII, Cost. The following illustrates the incentive points available based on the Bidder confirmed percent of DVBE participation, based on a maximum of 1,000 points.

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<b>Example IX-1 Example DVBE Incentive Calculation</b>	
<b>Confirmed DVBE Participation of:</b>	<b>DVBE Incentive:</b>
More than 4%	(10% of 1,000)=100
3% or more but less than 4%	(8% of 1,000)=80
2% or more but less than 3%	(5% of 1,000)=50
1% or more but less than 2%	(3% of 1,000)=30
Less than 1%	0

Example IX-2 Example Bidder Points with Incentives Applied below illustrates how DVBE incentives and Small Business Preferences would be applied. In the example, Bidder A initially has the most points (1,000 cost points). Bidder B has the most points after applying the DVBE incentive of 10% (resulting from confirmed DVBE participation of more than 4%). As the only small business, Bidder C is a small business and earns the 5% small business preference, which is applied to the total “earned” points (accumulated technical and cost points, prior to incentives and preferences) to yield the highest overall point total. In this example Bidder C would be awarded the contract.

<b>Example IX-2 Example Bidder Points with Incentives Applied</b>									
Bidder	Technical Requirement points (assumes maximum scores achieved for scoreable items) (W)	Cost points (X)	Total Score before DVBE Incentive (H)	DVBE Incentive % form Table #1	DVBE incentive points from Table #2 (Y)	Total points =(W+X+Y)	Meets Small Business requirements?	Small business preference points =(H)x.05	Total Score
A	1000	1000	2000	0%	0	2000	No	0	2000
B	1000	940	1940	10%	94	2034	No	0	2034
C	1000	920	1920	3%	28	1948	Yes	100	2048

Where H = the highest Total Point score for a non small business bidder – in this case 2,000 bidder A

The table below provides an example of how the final total score is determined. Bidders C, D, and E are certified California Small Businesses; Bidders D and E qualified for the DVBE preference; and Bidders A and B are large businesses.

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<b>Bidder</b>	<b>Requirements Assessment Points (x)</b>	<b>Cost Points (y)</b>	<b>Total Points (x+y)</b>	<b>Small Business Preference (Highest Score Large Business * .05)</b>	<b>DVBE Preference (0, 3%, 6%, 9%, 10% of 1000)</b>	<b>Total Score</b>
<b>A</b>	960	1000	1960	0	0	1960
<b>B</b>	975	865	1840	0	0	1840
<b>C</b>	985	901	1886	98	0	1980
<b>D</b>	860	901	1761	98	30 (3%)	1889
<b>E</b>	920	900	1820	98	100 (10%)	2018

In this example, Bidder E has the highest Total Score and would be selected for contract award.

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**F. EVALUATION MATRIX**

Table IX-2, Evaluation Matrix, presents the flow of the overall evaluation process and illustrates how the Team will score and rate each Bidder proposal.

<b>Table IX-2 Evaluation Matrix</b>		
<b>Evaluation Item</b>	<b>Maximum Score</b>	<b>Bidder's Score or Rating</b>
<b>Proposal Opening / Content Validation</b>		
Content of Requirements met?	N/A	Yes/No
<b>Mandatory Pass/Fail Proposed Administrative/Technical Requirements</b>		
Requirements met?	800	Yes/No
<b>Contract Review</b>		
Material Deviations?	N/A	Yes/No
<b>Mandatory Scored Factors</b>		
Corporate Fingerprint Database Experience	40	
Bidder Corporate Database Experience	40	
Workstation Availability	20	
Transition-In Period Accelerated Schedule	100	
<b>Mandatory Pass/Fail Requirements &amp; Mandatory Scored Requirements Totals</b>		
Mandatory Pass/Fail Requirements	800	
Mandatory Scored Requirements	200	
<b>Cost Evaluation</b>		
Total cost score is based upon the methodology previously described, including Bidder Preferences (i.e., TACPA, EZA, LAMBA)		
<b>Total Score for Proposal</b>		
Small Business Preference	<b>100</b>	
DVBE Preference	<b>100</b>	
<b>Grand Total Score for Proposal</b>	<b>2200</b>	

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**G. SELECTION OF CONTRACTOR**

The State will determine the Bidder to which it intends to award a contract by selecting the Bidder proposal which is the most value effective, responsible, responsive proposal and has the highest combined score for cost, evaluation factors, and preferences up to a maximum of 2200 points.