

Quick Reference 2: Using Evaluation Criteria to Add Value to the RFP Process

In the NIGP Business Council white paper, “*Everybody Wins: Crafting a Solicitation that Fosters Transparency, Best Value, and Collaborative Partnership*,” several suggestions and examples are discussed as to how an agency’s procurement department can work with their end users to determine what is important to them other than getting the right equipment at the lowest cost. In many cases, an agency will need to write a broad scope of work to ensure they get a number of responses to their RFPs. But without best value evaluation criteria, they may select the equipment that meets the minimum specifications without regard to the supplier’s experience, support services, knowledge of customer needs, equipment longevity, end user training, equipment maintenance programs, or other qualifications. This chart provides a few additional suggestions related to best value and evaluation criteria.

The following are a few suggestions for potential evaluation criteria to include in an RFP:

PRIOR EXPERIENCE

Detailed descriptions of prior experience with projects having a similar scope and size – to include description of the situation or problem, the implemented solution and the results.

POTENTIAL RISKS

Detailed description of the potential risks to the buying entity and how the proposed solution will mitigate risks.

COST ANALYSIS

Total cost analysis over the defined life of the project, to include but not limited to: initial purchase price; installation or implementation costs; ongoing maintenance cost; supplies and use cost; anticipated energy savings; disposal costs or revenue; or other influencing factors.

SIZE AND SCOPE

How often has the staff, originally assigned to a similar project, continued to work on that project to completion. Provide data on the last 5-10 projects of similar size and scope.

ALTERNATIVE SUGGESTIONS

Detailed description of any alternative suggestions that Proposer might have to save time and / or money for the Agency.