

## Evaluation Calculation Process

### Introduction

All the requirements associated in the scoring of proposals in response to RFP Section 3, Scope of Work, Section 6, Contractor Profile and Key Personnel, Section 8, Contract Standards, and Section 9.c, Small Business (SWaM) Procurement Plan, have been documented on the score sheet and separated into three (3) classifications; one being identified as “Priority” (green highlight); two being identified as “General” (yellow highlight) ; and the third being identified as “Contract” (orange highlight). The definition for each is described below:

1. **Priority Classification** – These are requirements in the RFP identified by the stakeholder as being a priority to the scope of work or the “backbone” to the purpose of the RFP. As with all requirements, they have been assigned a weight to identifying the importance they carry in the evaluation for their respective classification. The ratio this classification will carry as a percentage of score between the priority and general classification is **60%**.
2. **General Classification** – These are requirements in the RFP identified by the stakeholder as being generic to the scope of work and are ancillary to the requirements identified in the priority classification. As with all requirements, they have been assigned a weight identifying the importance they carry in the evaluation for their respective classification. The ratio this classification will carry as a percentage of score between the priority and general classification is **40%**.
3. **Contract Classification** – These are requirements in the RFP identified by the stakeholder as being extraneous to both the priority and general classifications. These requirements will be scored individually and included in the scoring total.

### Calculation for Evaluation Score Sheet

1. The Supplier Priority Requirements Score (SPRS) is calculated by adding all the weighted scores for all the priority requirements identified by green highlight on the consensus score sheet.
2. The Supplier General Requirements Score (SGRS) is calculated by adding all the weighted scores for all the general requirements identified by yellow highlight on the consensus score sheet.
3. The Supplier Priority Weighted Score (SPWS) is computed by multiplying the SPRS by result of 60% of total assigned weights for both Priority and General Requirements divided by the priority assigned weights ( $SPRS * [(total\ assigned\ weight * 0.60) / total\ supplier\ priority\ assigned\ weights]$ ).
4. The Supplier General Weighted Score (SGWS) is computed by multiplying the SGRS by result of 40% of total assigned weights for both priority and General Requirements divided by the General assigned weights ( $SGRS * [(total\ assigned\ weight * 0.40) / total\ supplier\ general\ assigned\ weights]$ ).
5. The Suppliers Contract Related Weighted Score (SCRWS) is computed by adding all the weighted scores for all the contract requirements identified by orange highlight on the consensus score sheet.
6. The Suppliers Scoring Total is calculated by adding the totals for SPWS, SGWS and SCRWS.

**RFP 2016-02 Provider Services Solution (PRSS) Evaluation Form**

<b>Must Have Factors</b>										
<b>Item</b>	<b>Description</b>		<b>Supplier A</b>		<b>Supplier B</b>		<b>Supplier C</b>		<b>Supplier D</b>	
1	(M) Proposal must be received by the due date. No late proposals will be reviewed.		YES/NO		YES/NO		YES/NO		YES/NO	
2	(M) Contractor affirms that its organization and all affiliates are current with all sales tax obligations to Virginia as of the due date of the proposals in response to this RFP.		YES/NO		YES/NO		YES/NO		YES/NO	
3	(M) Contractor accepts the statutory provisions at the following URLs: <a href="http://www.vita.virginia.gov/uploadedFiles/SCM/StatutorilyMandatedTsandCs.pdf">http://www.vita.virginia.gov/uploadedFiles/SCM/StatutorilyMandatedTsandCs.pdf</a> , and the eVA provisions at: <a href="http://www.vita.virginia.gov/uploadedFiles/SCM/eVATsandCs.pdf">http://www.vita.virginia.gov/uploadedFiles/SCM/eVATsandCs.pdf</a> and the contractual claims provision §2.2-4363 of the Code of Virginia.		YES/NO		YES/NO		YES/NO		YES/NO	
4	(M) Contractor acknowledges by submitting a proposal in response to this solicitation that it is ineligible to submit a proposal in response to the Integrated Services Solutions procurement released by the Department of Medical Assistance Services.		YES/NO		YES/NO		YES/NO		YES/NO	
			<b>Supplier A</b>		<b>Supplier B</b>		<b>Supplier C</b>		<b>Supplier D</b>	
<b>TEAM</b>	<b>RFP Section/Description</b>	<b>Weight(1-10)</b>	<b>Score (0-5)</b>	<b>Weighted Score</b>	<b>Score (0-5)</b>	<b>Weighted Score</b>	<b>Score (0-5)</b>	<b>Weighted Score</b>	<b>Score (0-5)</b>	<b>Weighted Score</b>
XXX	J.1 – Technology Standards	8		0		0		0		0
XXX	J.2 – Major Milestones and Deliverables	7		0		0		0		0
XXX	J.3 – Testing	6		0		0		0		0
XXX	J.4 – Change Management	6		0		0		0		0
XXX	J.5 – IV&V and CMS Certification	8		0		0		0		0
XXX	J.6 – Audit Support	7		0		0		0		0
XXX	J.7 – Turnover	5		0		0		0		0
XXX	J.8 – Seven Conditions and Standards	6		0		0		0		0
XXX	J.9 – Security/Compliance Audit	8		0		0		0		0
XXX	J.10 – MES SSO Global Security	6		0		0		0		0
XXX	J.11 – Integration Services	9		0		0		0		0
XXX	J.12 – Rules Engine	6		0		0		0		0
XXX	J.13 – Workflow	9		0		0		0		0
XXX	J.14 – Portal	9		0		0		0		0
XXX	J.15 – Electronic Data Interchange	4		0		0		0		0
XXX	J.16 – Documentation Management	9		0		0		0		0
XXX	J.17 – Enterprise Data Warehouse	4		0		0		0		0
XXX	J.18 – Conversion	9		0		0		0		0
XXX	J.21 – Provider Eligibility and Enrollment	10		0		0		0		0
XXX	J.27 – Provider Management	10		0		0		0		0
XXX	J.28 – Disaster Recovery	6		0		0		0		0
XXX	Section 6, Supplier Profile	4		0		0		0		0
XXX	Appendix B, SWaM	6		0		0		0		0
XXX	Appendix H, Contract	7		0		0		0		0

	Supplier Priority Requirements Score (SPRS)			0		0		0		0
	Supplier General Requirements Score (SGRS)			0		0		0		0
	Supplier Priority Weighted Score (SPWS)			0.0000		0.0000		0.0000		0.0000
	Supplier General Weighted Score (SGWS)			0.0000		0.0000		0.0000		0.0000
	Supplier Contract Related Weighted Score (SCRWS)			0		0		0		0
	Scoring Total		a.	0.0000		0.0000		0.0000		0.0000
SWAM - 5 points for being a Small or Micro Business. Other points assigned based on SWAM calculation sheet										
	Negotiated Price		b.	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
	*Best Value Score		c.	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!

RFP Section Requirements Color Legend
RFP Priority Requirements
RFP General Requirements
RFP Contract Requirements
RFP Priority requirements comprises 60% of Supplier Requirements Score
RFP General requirements comprises 40% of Supplier Requirements Score
RFP Contract requirements are scored individually and included in Total

Scoring Legend
0 = no response provided/unacceptable
1 = poor
2 = below average
3 = average
4 = good
5 = superb

\* The Best Value calculation is based on the following formula:

$$\text{Best Value Score (c.)} = \frac{\text{Total Score (a.)}}{\text{Negotiated Final Offer (b.)}} \times 1,000,000 \text{ (a factor of seven for easier comparison)}$$