

STATE OF MISSOURI FACILITY SPECIFICATIONS AND DEFINITIONS

ATTACHMENT I

PROPOSAL EVALUATION

(See Attachment J for overview of Bid/Evaluation/Award and Lease Process)

I-1. CRITERIA FOR EVALUATION: The Lease will be awarded to the Bidder offering a premises that is judged by the Division of Facilities Management, Design and Construction as being the lowest and best proposal offered. In judging the lowest and best proposal, 75% of the scoring will be attributed to the lowest responsive base bid annual cost and 25% to the best responsive bid.

I-1.1 All Bidders submitting responsive proposals with the required surety document will be offered an opportunity to meet with the individual or individuals performing the evaluation of the proposals. Proposals that do not include the required surety document or are obviously non-responsive will be eliminated from consideration.

I-1.2 All proposals will be evaluated based on the square footage set forth in the RFP. Proposals offering less square footage will be judged non-responsive and eliminated from consideration. Proposals offering more square footage may be judged non-responsive and eliminated from consideration.

I-1.3 The responsive proposal offering the lowest responsive base bid annual cost will be assigned .75 points. The number of points assigned to all other proposals will be determined by their relative position to the lowest priced proposal. For example, if two proposals are received, one for \$50,000 and one for \$45,000, 75 points will be assigned to the \$45,000 proposal and 67.5 points to the \$50,000 proposal.

$\frac{\text{Lowest Responsive Base Bid Annual Cost}}{\text{Compared Cost}}$		X	Maximum Cost Points	=	Cost Points
$\frac{45,000}{50,000}$		X	75 points	=	67.5

I-1.3.1 If the RFP requests that proposals offer a one-time payment for a special provision, i.e., communication wiring and/or equipment, security devices, etc., the cost effectiveness of the one-time payment will be evaluated separately from the base bid.

I-1.3.2 If a variance is requested and accepted for part or all of Item F-5.6, the following will be added to the proposed rental rate.

Parking (annual cost)	\$600.00 per space - outstate, Cole County
Parking (annual cost)	\$900.00 per space - metro

I-1.4 An evaluation committee will meet with each Bidder to review the proposals and perform a comparative assessment of the relative benefits and deficiencies of the proposals using subjective judgment to determine the best proposal.

I-1.5 All Bidders must attend the bid evaluation. The Bidder will be expected to provide a detailed presentation of his bid proposal. Subjective points will be awarded based on a review of the proposal and the information provided during the presentation. Failure to attend the bid evaluation will result in a score of zero for the 25 potential subjective points.