

# Joint Purchase Agreement Bid Evaluation Form

Committee Members Evaluating:

\_\_\_\_\_

\_\_\_\_\_

Vendor Name:

\_\_\_\_\_

Date Evaluated:

\_\_\_\_\_

**Minimum Requirements**

Criteria	Y/N
Two (2) Paper Copies included (1 marked as "Original")	_____
1 Electronic Copy Included	_____
Proof of ISO 9001 Certification (if required)	_____
Internet Website (includes ESS)	_____
Proof of proper insurance limits	_____
Bid Format followed	_____
<b><i>Bid Organization followed:</i></b>	
Letter of Transmittal	_____
Evaluation Submission Form	_____
Table of Contents	_____
Bid Summary (optional)	_____
Response to General Requirements and Specifications	_____
<b><i>Letter of Transmittal Requirements</i></b>	
Identify submitting organization	_____
Identify the name and title of the person authorized by the organization to contractually obligate the organization	_____
Identify the name, title and telephone number of the person authorized to negotiate the contract on behalf of the organization	_____
Identify the names, titles and telephone numbers of the persons to be contacted for clarification	_____
Explicitly indicate acceptance of the Conditions Governing the Procurement	_____
Be signed by the person authorized to contractually obligate the organization	_____
Acknowledge receipt of any and all amendments to this RFB	_____

**Evaluation**

*---Products and Services Delivery Overview (275 Points)---*

Criteria	Max. Points	Points Scored
Geographic Coverage	50	_____
Technical Support	100	_____
Problem Resolution	60	_____
Customer Satisfaction	25	_____
Value Added Services	40	_____
<b><i>Sub-Total</i></b>		_____

*---Reporting (25 Points)---*

Criteria	Max. Points	Points Scored
Sample Utilization Report	25	_____
<b><i>Sub-Total</i></b>		_____

*---Electronic Commerce (75 Points)---*

Criteria	Max. Points	Points Scored
Internet-Based/E-Commerce Site	75	_____
<b><i>Sub-Total</i></b>		_____

---Breadth of Offering (150 Points)---

Criteria	Max. Points	Points Scored
Breadth (or uniqueness of offering) for primary processing units or professional services	75	_____
Number and type of technical support services	50	_____
Knowledge and experience of primary account representative	25	_____
<b><i>Sub-Total</i></b>		_____

---References (100 Points) {Must come up with a series of questions}---

Criteria	Max. Points	Points Scored
3 References included	10	_____
Reference 1 response	30	_____
Reference 2 response	30	_____
Reference 3 response	30	_____
<b><i>Sub-Total</i></b>		_____

---Pricing Level and Guarantee (300 Points)---

Criteria	Max. Points	Points Scored
Aggressiveness of baseline pricing	150	_____
Willingness to guarantee volume based price discount	150	_____
<b><i>Sub-Total</i></b>		_____

---Oral Presentation and Demonstration (50 Points)---

Criteria	Max. Points	Points Scored
Clarity of presentation, ability to answer both technical and administrative questions as well as the understanding of and commitment to address need	50	_____
<b><i>Sub-Total</i></b>		_____

Page 1 Total: \_\_\_\_\_

Grand Total: \_\_\_\_\_

Page 2 Total: \_\_\_\_\_

Notes: