Attachment D
Technical Proposal Instructions and Evaluation Criteria
RFP No: 26-84111600-RFP

The Respondent shall prepare and submit each Technical Proposal according to the instructions and criteria provided in the RFP document, this Attachment D, Technical Proposal Instructions and Evaluation Criteria, and Attachments L1 through L5.

A. Technical Proposal Instructions

1. The Respondent shall use the corresponding Attachments L1 through L5 to submit a separate Technical Proposal for each Service Category it intends to respond to. Individual Attachments L1 through L5 shall be converted to PDF documents before submitting. The Respondent shall submit **one** PDF document for each Service Category it intends to respond to using the corresponding Attachment L, Technical Proposal. Do not insert hyperlinks in the Technical Proposal PDF document. If hyperlinks are included, they will not be evaluated, and the Department reserves the right to remove them. See section 3.2, Special Instructions, 4. Terms and Conditions of the RFP document.

   Respondents shall not submit cover pages, cover letters, or table of contents. Any additional files, tables, links or graphics or other information provided outside the character limits are not permitted and will not be considered for evaluation and will not be submitted to evaluators.

   For each Section 1 within the Service Category for which the Respondent intends to respond, the Respondent shall not exceed 8,000 characters in its description of experience within Prompt 1.

   For each Section 2 within the Service Category for which the Respondent intends to respond, the Respondent shall not exceed 12,000 characters in its description of proposed solutions within Prompt 2.

   Respondents shall only input text in Prompt 1 and Prompt 2 within a Technical Proposal. Respondents shall not enter text in any area besides Prompt 1 and Prompt 2. For each Service Category the Respondent intends to respond, both prompts within each of the two sections must be completed. Failure to complete both prompts under both Section 1 and Section 2 to a Service Category may result in the Respondent being found non-responsive for that specific Service Category.

2. The Respondent shall label the PDF document as:

   RespondentName_TechnicalProposal_Attachment_L# (Service Category #)

3. The Respondent is required to demonstrate experience and capabilities across all Service Categories for which it intends to provide a response, as listed in Attachment A, Scope of Work. In each Technical Proposal response, Respondent should include information that demonstrates its experience and capabilities in each Service Category identified by Attachments L1 through L5, respectively. The submitted Technical Proposal(s) should include information that the Respondent determines is the best representation of Respondent's experience and solution in the applicable Service Category(ies).

4. The Respondent may submit a redacted copy of its Technical Proposal(s) pursuant to section 3.2, Special Instructions, 19. Public Record of the RFP document. The Respondent should submit redacted Technical Proposal(s) in the applicable area(s) of the Business Network.

B. Technical Proposal Evaluation Criteria

The evaluation criteria below will be applied independently to each Service Category for which a Respondent submits a Technical Proposal.

Technical Proposal	Available Points
Section 1, Prompt 1, Experience – Auditing Services	115
Section 1, Prompt 2, Proposed Solution – Auditing Services	115
Section 2, Prompt 1, Experience – Audit Consulting Services	35
Section 2, Prompt 2, Proposed Solution – Audit Consulting Services	35
Total Available Points for Each Technical Proposal	**300**

Remainder of page intentionally left blank.

Section 1:

1. **Experience for Prompt 1 – <u>Auditing Services</u> – 115 Available Points Per Service Category Offered**

For each Technical Proposal (Attachment L1 through L5) that the Respondent submits, the Respondent should provide a narrative on the Respondent's and staff related experience, including the number of years of experience in the applicable Service Category, and its diverse knowledge and skillsets (preferably with demonstrated experience in providing services relevant to governmental entities) applicable to the Service Category. The Respondent may demonstrate experience by providing relevant information including but not limited to identifying clients, describing past projects, and describing staff experience. Resumes should not be included in the response as resumes will not be evaluated.

Evaluators will use the following when scoring the Experience Section:

How much relevant experience in providing the Service Category proposed did the Respondent demonstrate via the proposal?

Scoring format will not be a range. Respondent will receive a score of either 0, 40, 65, 90, or 115 for their evaluation.

Evaluation Criteria: Experience for Prompt 1 – <u>Auditing Services</u>	**Points**
Respondent **<u>does not</u>** demonstrate that it has quality, depth, or relevance in experience in providing the Service Category.	0
Respondent demonstrates a **<u>minimal</u>** level of quality, depth or relevance in experience in providing the Service Category.	40
Respondent demonstrates an **<u>adequate</u>** level of quality, depth or relevance in experience in providing the Service Category.	65
Respondent demonstrates an **<u>above average</u>** level of quality, depth or relevance in experience in providing the Service Category.	90
Respondent demonstrates an **<u>exceptional</u>** level of quality, depth or relevance in experience in providing the Service Category.	115

2. **Proposed Solution for Prompt 2 – <u>Auditing Services</u> – 115 Available Points Per Service Category Offered**

For each Technical Proposal (Attachment L1 through L5) that the Respondent submits, the Respondent should fully describe its proposal for carrying out the applicable Service Category, including its ability to provide the services statewide and to utilize its diverse knowledge and skillsets. Respondent may demonstrate its proposed solution by providing relevant information for consideration including, but not limited to, describing a general approach to how the proposed Service Category will be provided, describing staffing levels,

including number of employees within the organization, current organization, relevant certifications, etc.

Evaluators will use the following when scoring the Proposed Solution section:

Does the Respondent's proposed solution demonstrate its ability to carry out the Service Category for which Respondent is submitting a Proposal?

Scoring format will not be a range. Respondent will receive a score of either 0, 40, 65, 90, or 115 for their evaluation.

Evaluation Criteria: Proposed Solution for Prompt 2 – Auditing Services	**Points**
Respondent's proposal **does not** demonstrate the Respondent's ability to provide the Service Category statewide and to offer diverse knowledge and skillsets.	0
Respondent's proposal demonstrates that the Respondent has **minimal** ability to provide the Service Category statewide and to offer diverse knowledge and skillsets.	40
Respondent's proposal demonstrates that the Respondent has an **adequate** ability to provide the Service Category statewide and to offer diverse knowledge and skillsets.	65
Respondent's proposal demonstrates that the Respondent has **above average** ability to provide the Service Category statewide and to offer diverse knowledge and skillsets.	90
Respondent's proposal demonstrates that the Respondent has **exceptional** ability to provide the Service Category statewide and to offer diverse knowledge and skillsets.	115

Remainder of page intentionally left blank.

Section 2:

1. **Experience for Prompt 1 – <u>Audit Consulting Services</u> – 35 Available Points Per Service Category Offered**

For each Technical Proposal (Attachment L1 through L5) that the Respondent submits, the Respondent should provide a narrative on the Respondent's and staff related experience, including the number of years of experience in the applicable Service Category, and its diverse knowledge and skillsets (preferably with demonstrated experience in providing services relevant to governmental entities) applicable to the Service Category. The Respondent may demonstrate experience by providing relevant information including but not limited to identifying clients, describing past projects, and describing staff experience. Resumes should not be included in the response as resumes will not be evaluated.

Evaluators will use the following when scoring the Experience Section:

How much relevant experience in providing the Service Category proposed did the Respondent demonstrate via the proposal?

Scoring format will not be a range. Respondent will receive a score of either 0, 5, 15, 25, or 35 for their evaluation.

Evaluation Criteria: Experience for Prompt 1 – <u>Audit Consulting Services</u>	Points
Respondent **<u>does not</u>** demonstrate that it has quality, depth, or relevance in experience in providing the Service Category.	0
Respondent demonstrates a **<u>minimal</u>** level of quality, depth or relevance in experience in providing the Service Category.	5
Respondent demonstrates an **<u>adequate</u>** level of quality, depth or relevance in experience in providing the Service Category.	15
Respondent demonstrates an **<u>above average</u>** level of quality, depth or relevance in experience in providing the Service Category.	25
Respondent demonstrates an **<u>exceptional</u>** level of quality, depth or relevance in experience in providing the Service Category.	35

2. **Proposed Solution for Prompt 2 – <u>Audit Consulting Services</u> – 35 Available Points Per Service Category Offered**

For each Technical Proposal (Attachment L1 through L5) that the Respondent submits, the Respondent should fully describe its proposal for carrying out the applicable Service Category, including its ability to provide the services statewide and to utilize its diverse knowledge and skillsets. Respondent may demonstrate its proposed solution by providing relevant information for consideration including, but not limited to, describing a general approach to how the proposed Service Category will be provided, describing staffing levels,

including number of employees within the organization, current organization, relevant certifications, etc.

Evaluators will use the following when scoring the Proposed Solution section:

Does the Respondent's proposed solution demonstrate its ability to carry out the Service Category for which Respondent is submitting a Proposal?

Scoring format will not be a range. Respondent(s) will receive a score of either 0, 5, 15, 25, or 35 for their evaluation.

Evaluation Criteria: Proposed Solution for Prompt 2 – Audit Consulting Services	**Points**
Respondent's proposal **does not** demonstrate the Respondent's ability to provide the Service Category statewide and to offer diverse knowledge and skillsets.	0
Respondent's proposal demonstrates that the Respondent has **minimal** ability to provide the Service Category statewide and to offer diverse knowledge and skillsets.	5
Respondent's proposal demonstrates that the Respondent has **adequate** ability to provide the Service Category statewide and to offer diverse knowledge and skillsets.	15
Respondent's proposal demonstrates that the Respondent has an **above average** ability to provide the Service Category statewide and to offer diverse knowledge and skillsets.	25
Respondent's proposal demonstrates that the Respondent has **exceptional** ability to provide the Service Category statewide and to offer diverse knowledge and skillsets.	35

Remainder of page intentionally left blank.