

Evaluation Tools for: ITB #ESD112-DE-19A

Company Name _____

Criteria for a Responsive Bidder: (A Yes/No Checklist) Please Note: The criterion's entire statement shall be true in order to be marked with a "Yes." The Bidder shall be disqualified if the response to any criterion is marked as "No."	Status: Yes or No	Included on the CD or USB?
Pre-Bid Submittal Requirements: <ul style="list-style-type: none"> The Bidder attended the Mandatory Bidder's conference on Thursday, February 7, 2019 	Yes or No	N/A
Arrival of the Bid to ESD 112: <ul style="list-style-type: none"> The bid arrived to ESD 112 by the deadline. The bid arrived to ESD 112 in a sealed state. 	Yes or No	N/A
Binder Assembly (as per the instructions in <i>Instructions for Submitting a Bid</i>): _____ Tab #1: All Appendices <ul style="list-style-type: none"> Bidder's Checklist of Eligibility (Appendix A completed, signed and notarized) Bidder's Statements of Assurances (Appendix B completed, signed and notarized) Bidder's Non-Collusion Form (Appendix C completed, signed and notarized) Bidder's Offer and Acceptance Form (Appendix D two copies completed, signed) Bidder's Recap of Manufacturers and Corresponding States submitted in the ITB (Appendix E) _____ Tab #2: All Addenda <ul style="list-style-type: none"> The first sheet of each addendum is included and signed. _____ Tab #3: Evidence of Bidder Eligibility <ul style="list-style-type: none"> This tab contains the evidence requested in Appendix A _____ Tab #4: Evidence of Responsibility <ul style="list-style-type: none"> Two letters of recommendation Evidence of capacity of sales staff Evidence of capacity of reporting staff Evidence of ability to provide a contract website _____ Tab #5: Bidder's Current Business License <ul style="list-style-type: none"> This tab contains a copy of the Bidders Company's current business license 	Yes or No	Yes or No
Use of Bid Forms and Other Required Documents to Submit an Offer: <ul style="list-style-type: none"> The Bidder used the correct bid forms. The Bidder completed Form A ___ B ___ C ___ D ___ correctly and entirely. The Bidder responded to all questions listed on Form A. The price adjustments in Section 1 are more competitive than in Section 2. Section 2 percentage of each bid form has been completed. Price sheets have been submitted to support the baseline pricing of products. Specification sheets have been submitted for each and every product offered. Bid forms, price sheets, specification sheets submitted in separate envelopes. 	Yes or No	Yes or No

Is this an Eligible Bidder?

Evaluator #1: This Bidder ___ is ___ is not an Eligible Bidder as per the checklist above. Initials: _____
 Evaluator #2: This Bidder ___ is ___ is not an Eligible Bidder as per the checklist above. Initials: _____

Is this a Responsive Bidder?

Evaluator #1: This Bidder ___ is ___ is not a Responsive Bidder as per the checklist above. Initials: _____
 Evaluator #2: This Bidder ___ is ___ is not a Responsive Bidder as per the checklist above. Initials: _____

Criteria for a Responsible Bidder (A qualitative review of the materials)	Maximum Points Allowed	The evidence is clear and leaves no room for doubt.	A phone call or email is needed for clarification.	The Bidder is not able to / chooses not to provide this.
		Full points	Partial points	0 points
Notification: The Bidder notified the DigitalEdge Project Coordinator if they are submitting a bid in response to the DigitalEdge ITB #ESD112-DE-19A.	5			No points provided if notification not made.
Evidence of Quality and Ethical Performance: Provides evidence in the two letters of recommendation that demonstrates the Bidder is of good character, integrity, and will provide excellent customer service if awarded a contract. (Refer to <i>Instructions for Bidding in the Invitation to Bid</i> , page 11, paragraph 1.4.1)	10			Disqualified. No further evaluation.
Capacity of Sales Staff: Provides evidence that the Sales Staff has the ability and capacity to perform the Post-Award requirements outlined in the following sections: <ul style="list-style-type: none"> Personal assistance Purchasing process and documentation Shipping/Delivery and freight terms Special pricing and bundles on awarded products (Refer to <i>Instructions for Bidding in the Invitation to Bid</i> , page 11, paragraph 1.4.2)	7			Disqualified. No further evaluation.
Capacity of Reporting Staff: Provide evidence that the reporting staff has the ability and capacity to perform the Post-Award requirements outlined in the following sections: <ul style="list-style-type: none"> Marketing and communications activity DigitalEdge price documents DigitalEdge monthly sales reports Payment of administrative fees Request for documents (Refer to <i>Instructions for Bidding in the Invitation to Bid</i> , page 11, paragraph 1.4.3)	7			Disqualified. No further evaluation.
Website Capacity: Provides evidence that the Bidder's website is ready to add a DigitalEdge web page with contract information and the staffing to maintain the website. (Refer to <i>Instructions for Bidding in the Invitation to Bid</i> , page 11, paragraph 1.4.4)	6			Disqualified. No further evaluation.
Aligned with the DigitalEdge Goals: In its totality, the Bidder's offer for a portfolio of Chromebooks, Chrome OS Devices and Related Solutions, clearly demonstrates the company's capacity to help DigitalEdge reach its intended goals as described in the Invitation to Bid. (Refer to <i>Scope of Work in the Invitation to Bid</i> , page 8)	10			Disqualified. No further evaluation.
Responsible Bidder Criteria – Subtotal <i>Bidder's score of 40 is required to move to the next evaluation phase.</i>	/ 45			

Is this a Responsible Bidder?

Evaluator #1: This Bidder ____ is ____ is not a Responsible Bidder as per the checklist above. Initials: _____

Evaluator #2: This Bidder ____ is ____ is not a Responsible Bidder as per the checklist above. Initials: _____