Tier Two Solicitation Master Contract for Environmental Services

& Evaluation Criteria

**Project Name:** [Insert Project Name]

# Agency: [Insert Agency]

**Job Overview:** [Insert a summary (one or two paragraphs) of the project]

# All criteria and percentages listed below may be altered to reflect the needs of the ordering agency. Cost must be at least 20% of the overall evaluation points.

# Ability to Meet Project Specific Qualifications (45%)

The Contractor must describe their qualifications and specific experience in meeting the specifications and requirements described in the Statement of Work Task Order.

# Project Cost (20%)

The Contractor must provide an all-inclusive rate. No travel expenses are expected or authorized. All travel and logistical costs are to be included in Contractor's price proposed in response to this solicitation.

Project Cost will be evaluated based on the following formula:

Lowest overall cost receives the maximum allotted points. All other proposals receive a percentage of the points available based on their cost relationship to the lowest. Example: Total possible points for cost are 200. Offeror A's cost is $20,000. Offeror B's cost is $30,000. Offeror A would receive 200 points. Offeror B would receive 134 points (($20,000/$30,000) = 67% x 200 points = 134).

Lowest Responsive Offer Total Cost x Number of available points = Award Points

 This Offeror's Total Cost

# Resource Availability (10%)

The contractor must announce when they would be available for project start.

**OPTIONAL Contractor Interview (20%)**

A personal interview of the top contractor will be conducted; the Evaluation Manager will extend an invitation asking the offerors to make their proposed candidate available for an interview.

**Equal Pay for Montana Women (bonus of 5%)**

Offerors who agree to comply with Equal Pay for MT Women will be awarded bonus points. Offerors who do not agree will be awarded zero bonus points.

**Best and Final Offer**

The “Best and Final Offer” is an option available to the State under the RFP process, which permits the State to request a “best and final offer” from one or more offerors if additional information is required to make a final decision. Offerors may be requested to submit their “best and final offer,” which must include any and all discussed and/or negotiated changes. The State reserves the right to request a “best and final offer” for this solicitation, if any, based on price/cost alone.