APPENDIX 34

CONTRACTOR ENGAGEMENT PROPOSAL (CEP)

EVALUATION CRITERIA

Project Name: [Insert Project Name]

Agency: [Insert Agency Name]

Job Overview: [Insert a summary (one or two paragraphs) of the project, or position being sought]

1. Evaluation Criteria:

   a. Ability to Meet Project-Specific Job Description Qualifications (45%). The Contractor must describe the candidate’s qualifications and specific experience meeting the specifications and requirements described in the Project-Specific Job Description.

   b. Project Cost (20%). The Contractor must provide an all-inclusive hourly rate; No travel expenses are expected or authorized. All travel- and logistical costs are to be included in the Contractor's price proposed in response to this CEP.

   c. Resource Availability (10%). The Contractor must announce when the candidate would be available to commence and serve in this role.

   d. Candidate Interview (20%). A personal interview of the top candidates will be conducted; the Evaluation Manager will extend an invitation asking the Offerors to make their proposed candidates available for an interview. Each Contractor may submit a maximum of two (2) candidates for consideration.

   e. Disclosure of Dark Money Spending (Pass/Fail). Offeror has submitted a completed Declaration Form. If Offeror has indicated it has disclosures, a Disclosure Form has also been submitted. Failure to provide Declaration Form and Disclosure Form (if applicable) may be grounds for disqualification.

   f. Equal Pay for Montana Women (5%). Offerors who agree to comply with Equal Pay for MT Women will be awarded full points. Offerors who do not agree will be awarded zero points.

2. Best and Final Offer.

   a. 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 a “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 CEP, if any, based on price/cost alone.