Contractor Engagement Proposal

& Evaluation Criteria

**Project Name:** Insert Project Name

# Agency: Insert Agency

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

# Ability to Meet Project Specific Job Description Qualifications (45%)

The Contractor must describe their candidate’s qualifications and specific experience in meeting the specifications and requirements described in the Project Specific Job Description.

# 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 Contractor's price proposed in response to this CEP.

# Resource Availability (10%)

The contractor must announce when their candidate would be available to commence and serve in this role.

**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 candidate available for an interview.

**Equal Pay for Montana Women (Bonus points)**

Offerors who agree to comply with Equal Pay for MT Women will be awarded a bonus of 5% of the total points available. Offerors who do not agree will be awarded zero bonus points.

**Candidate Submission**

Each contractor may submit a **maximum of two (2) candidates** for consideration.

**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 CEP, if any, based on price/cost alone.