

Vehicle or \$5k and larger Purchase

Items that need to be done prior to request:

1. Preliminary discussion & approval from State WAP
2. Preliminary approval from parent organization leadership (Exe Director, Board, etc)
3. Written specifications
 - a. No brand name used in specifications
 - b. Any particular specification should be supported by a specific need or lesson learned from prior product.
4. Written Evaluation Criteria
5. Written Selection Criteria (Bid that scores the highest at the lowest cost)
6. Solicitation of bid (if necessary)
7. Completed Evaluation Scorecard of each bid
8. Notice of Award (Best Practice)

Submission of Request to State:

- Must be an actual signed letter on agency letterhead
- Indicates the following particulars of the purchase:
 - Product description
 - Selected vendor
 - Final sale price
 - Funding source, by contract, that purchase will be funded from

<http://screencast.com/t/WyM7CWH1WAVh>

Insulation Machine Request For Bids

Weatherization Agency is requesting bids for a new insulation machine. The bid that scores the highest during the evaluation will be awarded the purchase. In the event of tying scores the lowest cost will be determine the winning bid.

Bids must be received by this office no later than 5 pm 8-31-2016.

Bids will be opened and evaluated 9-1-2016.

Bids that do not meet the Mandatory Minimum Requirements will not be evaluated.

Award will be made no later than 9-10-2016

Machine will be purchased no later than 9-30-2016

Delivery of machine is expected no later than 10-15-2016

This notice is part of the bid documents. If they do not meet the times you can also exclude the bid.

Mandatory Minimum Requirements:

- Made in USA
- Under \$10,000
- Machine footprint equal to or less than 33" X 63"

Publish the specs to match the score card. Saves time.

Specifications:

- Fold down front load hopper
- Dual variable blower speed
- 40 cu. ft. hopper capacity
- Dual agitators
- Remote control

<http://screencast.com/t/rGDHieFti>

Evaluation Criteria

Vendor: _____

Bid Submission Date: _____

Bid Price: _____

Estimated Delivery Date: _____

Determination of Qualification:

Mandatory Minimum Requirements	Pass	Fail	Notes
1. Made in USA			
2. Under \$10,000			
3. Machine footprint equal to or less than 33" X 63"			

Submission Eligible for Evaluation Yes

No

If it does not meet the entire Mandatory Qualifications you do not evaluate the bid.

These are the non-negotiable things: Budget limit, size has to fit in existing vehicle, compatible with existing equipment

Detailed Technical Evaluation:

EVALUATION CRITERIA	Points Possible	Score (1 - 5)	Weight	Points
1. Demonstrated Ability to Meet Specification (?? points possible)				
1. Fold down front load hopper	5		X 1	
2. Dual variable blower speed	7.5	3	X 1.5	4.5
3. 40 cu. ft. hopper capacity	15		X 3	
4. Dual agitators	5		X 1	
5. Remote Control	25		X 5	
a. No Remote = 0 Points				
b. Wired Remote = 2 Points				
c. Wireless Remote = 5 Points				
Total Score	57.5			

You enter 1-5 here based on how well the product meets the spec.

Set the weight based on how important the specification is

Multiply the Score by the weight to get the points

<http://screencast.com/t/xo1BjklgY>

Notice of Award

Proposals received in response to **Weatherization Agency Insulation Machine** were evaluated in accordance with the Procurement Code by an Evaluation Committee.

The following paragraphs explain the score assigned by the evaluation committee to each evaluation category, and explain how the awarded proposal provides the best value in comparison to the other proposals received.

Stage 1: Mandatory Minimum Requirements Evaluation

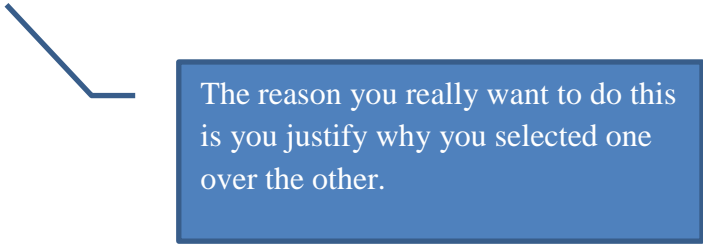
Offeror must provide a narrative and/or documentation demonstrating that the offeror is compliant with the stated Mandatory Minimum Requirements/Qualifications outlined below.

Mandatory Minimum Requirements
1. Made in USA
2. Under \$10,000
3. Machine footprint equal to or less than 33" X 63"

Evaluation: All submissions were determined to have met the Mandatory Minimum Requirement.

Or

Evaluation: Submission A did not meet requirement #1 and was not evaluated. All other submissions were determined to have met the Mandatory Minimum Requirement.



The reason you really want to do this is you justify why you selected one over the other.

Stage 2: Detailed Technical Evaluation

Demonstrated Ability to Meet the Specifications (57.5 Points possible)

1. Fold down front load hopper
2. Dual variable blower speed
3. 40 cu. ft. hopper capacity
4. Dual agitators
5. Remote Control a. No Remote = 0 Points b. Wired Remote = 2 Points c. Wireless Remote = 5 Points

Evaluation:

Vendor B = 11

Vendor C = 32

Insulation Blowing Machines of USA = 55

Insulation Blowing Machines of USA won the award because they scored highest during the technical evaluation.

or

Evaluation:

Vendor B = 11

Vendor C = 55

Insulation Blowing Machines of USA = 55

Insulation Blowing Machines of USA won the award because they scored highest during the technical evaluation and had the lowest price.

Note how you do not name the losing bidders only the winner.

<http://screencast.com/t/3zwBPWEIIH2>