

STATE PURCHASING DIVISION OF THE
GENERAL SERVICES DEPARTMENT
AND
New Mexico Department of Cultural Affairs

REQUEST FOR PROPOSALS
RFP# 40-505-14-03982

SOFTWARE SYSTEM TO REPLACE DEPARTMENT OF
CULTURAL AFFAIRS TICKETING SALES, CUSTOMER
RELATIONSHIP MANAGEMENT AND ADMISSION
REPORTING



Issue Date: 4/04/2014

V. EVALUATION

A. EVALUATION POINT SUMMARY

The following is a summary of evaluation factors with point values assigned to each. These weighted factors will be used in the evaluation of individual potential Offeror proposals by sub-category.

Factor	Points Available
A Technical Specifications	(must total 100% of available points)
A(1) Organizational Experience	150
A(2) Organizational References	200
A(3) System Specifications (Total)	500
Ticketing Capabilities	200
Membership Management	100
Reporting Capabilities	50
Financial Management	50
Access Permissions	50
Network Requirements	50
B Business Specifications	
B(1) Cost	150
B(2) Financial Stability	Pass/Fail
B(3) Letter Of Transmittal	Pass/Fail
B(4) Campaign Contribution Disclosure Form	Pass/Fail
B(5) Employee Health Coverage Form	Pass/Fail
B(6) Pay Equity Reporting	Pass/Fail
TOTAL	1000 points
Preference Points per Section IV B. 2	

Table 1: Evaluation Point Summary

B. EVALUATION FACTORS

1. A (1) Organizational Experience (150 points)

Points will be awarded based on the thoroughness and clarity of the response, the breadth and depth of the engagements cited and the perceived validity of the response.

2. A (2) Organizational References (200 points)

Points will be awarded based upon an evaluation of the responses to a series of questions that will be asked of the references concerning the quality of the Offeror's services, the

2. Resident Business or Resident Veterans Preference

To ensure adequate consideration and application of 13-1-21 NMSA (as amended), Offerors must include a copy of their preference certificate in this section. In addition, for resident Veterans Preference, the attached certification Form (APPENDIX H) must accompany any Offer and any business wishing to receive the preference must complete and sign the form.

3. Financial Stability

Offerors **must** submit copies of the most recent years independently audited financial statements and the most current 10K, as well as financial statements for the preceding three years, if they exist. The submission **must** include the audit opinion, the balance sheet, and statements of income, retained earnings, cash flows, and the notes to the financial statements. If independently audited financial statements do not exist, Offeror **must** state the reason and, instead, submit sufficient information (e.g., D & B report) to enable the Evaluation Committee to assess the financial stability of the Offeror.

4. Performance Bond

Offeror(s) must have the ability to secure a Performance Surety Bond in favor of the Agency to insure the Contractor's performance upon any subsequent contract award. Each engagement will be different but the option must be available to the Agencies to require at time of contract award. **A statement of concurrence must be submitted in the Offeror's proposal.**

5. Letter of Transmittal Form

The Offeror's proposal **must** be accompanied by the Letter of Transmittal Form located in APPENDIX F. The form **must** be completed and must be signed by the person authorized to obligate the company.

6. Campaign Contribution Disclosure Form

The Offeror **must** complete an unaltered Campaign Contribution Disclosure Form and submit a signed copy with the Offeror's proposal. This must be accomplished whether or not an applicable contribution has been made. (See APPENDIX B)

7. Employee Health Coverage Form

The Offeror **must** agree with the terms as indicated in APPENDIX E. The unaltered form **must** be completed, signed by the person authorized to obligate the Offeror's firm and submitted with Offeror's proposal.

8. Pay Equity Reporting

The Offeror **must** agree with the requirements of reporting as defined in Section II.C.30. Report is due at the time of contract award. **A statement of concurrence with this requirement must be included in Offeror's submitted proposal.**

