## Evaluation Tools for:

**ITB #ESD112-LE-18B**

### Company Name

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### Criteria for a Responsive Bidder - (Yes/No Checklist)

Please Note: The criterion’s entire statement shall be true in order to be marked with a “Yes.” The Bidder shall be disqualified if the response to any criterion is marked as “No.”

<table>
<thead>
<tr>
<th>Status: Yes or No</th>
<th>Included on the CD or jump drive?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

#### Pre-Bid Submittal Requirements:
- The Bidder attended the Mandatory Bidder’s conference on **Friday, September 7, 2018**.

#### Arrival of the Bid to ESD 112:
- The bid arrived to ESD 112 by the deadline.
- The bid arrived to ESD 112 in a sealed state.

#### Binder Assembly (as per the instructions in *Instructions for Submitting a Bid*):

<table>
<thead>
<tr>
<th>Tab #1: All Appendices</th>
<th>Tab #2: All Addenda (if applicable)</th>
<th>Tab #3: Evidence of Bidder Eligibility</th>
<th>Tab #4: Evidence of Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidder’s Recap of Submitted Catalog Categories (Appendix A completed)</td>
<td>The first sheet of each addendum is included and signed.</td>
<td>This tab contains the evidence requested in Appendix C</td>
<td>Two letters of recommendation</td>
</tr>
<tr>
<td>Bidders Recap of Manufacturers and Corresponding States (Appendix B completed)</td>
<td></td>
<td></td>
<td>Evidence of capacity of sales staff</td>
</tr>
<tr>
<td>Bidder’s Checklist of Eligibility (Appendix C completed, signed and notarized)</td>
<td></td>
<td></td>
<td>Evidence of capacity of reporting staff</td>
</tr>
<tr>
<td>Bidder’s Statements of Assurances (Appendix D completed, signed and notarized)</td>
<td></td>
<td></td>
<td>Evidence of ability to provide a contract web site</td>
</tr>
<tr>
<td>Bidder’s Non-Collusion Form (Appendix E completed, signed and notarized)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bidder’s Offer and Acceptance Form (Appendix F two copies completed, signed)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Use of all Bid Forms and Other Required Documents to Submit an Offer:
- The Bidder used the correct bid forms.
- The Bidder completed Form A ___ B ___ C ___ D ___ correctly and entirely.
- The Bidder responded to all questions listed on Form A.
- The price adjustments in Section 1 are more competitive than in Section 2.
- Section 2 of each bid form (when applicable) has been completed.
- Price sheets have been submitted to support the baseline pricing of products.
- Specification sheets have been submitted for each and every product offered.
- Bid forms, price sheets, specification sheets submitted in separate envelopes.

### Is this an Eligible Bidder?

Evaluator #1: This Bidder _____ is _____ is not an Eligible Bidder as per the checklist above.  
Initials: __________

Evaluator #2: This Bidder _____ is _____ is not an Eligible Bidder as per the checklist above.  
Initials: __________

### Is this a Responsive Bidder?

Evaluator #1: This Bidder _____ is _____ is not a Responsive Bidder as per the checklist above.  
Initials: __________

Evaluator #2: This Bidder _____ is _____ is not a Responsive Bidder as per the checklist above.  
Initials: __________
### Criteria for a Responsible Bidder

**A qualitative review of the materials**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum Points Allowed</th>
<th>Full points</th>
<th>Partial points</th>
<th>0 points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Notification:</strong> The Bidder notified the Purchasing Department if they are submitting a bid in response to the LearningEdge ITB #ESD112-LE-18B.</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Evidence of Quality and Ethical Performance:</strong> Provides evidence in the two letters of recommendation from previous customers in education sector that demonstrates the Bidder is of good character, integrity, and will provide excellent customer service if awarded a contract. <em>(Refer to Instructions for Bidding in the Invitation to Bid, paragraph 1.4.1)</em></td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Capacity of Sales Staff:** Provides evidence in a narrative that the Sales Staff has the ability and capacity to perform the Post-Award requirements outlined in the following sections:  
  - Personal assistance (pre and post-sale support)  
  - Promote LearningEdge Contract as a vehicle for their Purchaser’s FF&E needs  
  - Purchasing process and documentation  
  - Shipping/Delivery and freight terms  
  - Special pricing and bundles on awarded products *(Refer to Instructions for Bidding in the Invitation to Bid, paragraph 1.4.2)* | 7                      |             |                |          |
| **Capacity of Reporting Staff:** Provide evidence that the reporting staff has the ability and capacity to perform the Post-Award requirements outlined in the following sections:  
  - Provision of Required Post-Award Materials  
  - Marketing and communications activity  
  - LearningEdge price documents  
  - LearningEdge monthly sales reports  
  - Payment of administrative fees  
  - Request for documents *(Refer to Instructions for Bidding in the Invitation to Bid, paragraph 1.4.3)* | 7                      |             |                |          |
| **Website Capacity:** Provides evidence that the Bidder’s website is ready to add a LearningEdge web page with contract information and the staffing to maintain the website. *(Refer to Instructions for Bidding in the Invitation to Bid, paragraph 1.4.4)* | 6                      |             |                |          |
| **Aligned with the LearningEdge Goals:** In its totality, the Bidder’s offer for a portfolio of Furniture, Fixtures, and Equipment for Education, clearly demonstrates the company’s capacity to help LearningEdge reach its intended goals as described in the Invitation to Bid. *(Refer to Scope of Work in the Invitation to Bid)* | 10                     |             |                |          |

**Responsible Bidder Criteria – Subtotal**

Bidder’s score of 40 is required to move to the next evaluation phase. / 45

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**Is this a Responsible Bidder?**

Evaluator #1:  This Bidder ____ is ____ is not a Responsible Bidder as per the checklist above.  
Initials: _______

Evaluator #2:  This Bidder ____ is ____ is not a Responsible Bidder as per the checklist above.  
Initials: _______