

Evaluation Tools for: ITB #ESD112-LE-18B

Company Name _____

| 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." | Status: Yes or No | Included on the CD or jump drive? |
|--|----------------------|---|
| Pre-Bid Submittal Requirements: <ul style="list-style-type: none"> The Bidder attended the Mandatory Bidder's conference on Friday, September 7, 2018. | Yes or No | N/A |
| Arrival of the Bid to ESD 112: <ul style="list-style-type: none"> The bid arrived to ESD 112 by the deadline. The bid arrived to ESD 112 in a sealed state. | Yes or No | N/A |
| Binder Assembly (as per the instructions in <i>Instructions for Submitting a Bid</i>): _____ Tab #1: All Appendices <ul style="list-style-type: none"> Bidder's Recap of Submitted Catalog Categories (Appendix A completed) Bidders Recap of Manufacturers and Corresponding States (Appendix B completed) Bidder's Checklist of Eligibility (Appendix C completed, signed and notarized) Bidder's Statements of Assurances (Appendix D completed, signed and notarized) Bidder's Non-Collusion Form (Appendix E completed, signed and notarized) Bidder's Offer and Acceptance Form (Appendix F two copies completed, signed) _____ Tab #2: All Addenda (if applicable) <ul style="list-style-type: none"> The first sheet of each addendum is included and signed. _____ Tab #3: Evidence of Bidder Eligibility <ul style="list-style-type: none"> This tab contains the evidence requested in Appendix C _____ Tab #4: Evidence of Responsibility <ul style="list-style-type: none"> Two letters of recommendation Evidence of capacity of sales staff Evidence of capacity of reporting staff Evidence of ability to provide a contract web site | Yes or No | Yes or No |
| Use of all Bid Forms and Other Required Documents to Submit an Offer: <ul style="list-style-type: none"> 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. | Yes or No | Yes or No |

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) | Maximum Points Allowed | The evidence is clear and leaves no room for doubt. | A phone call or email is needed for clarification. | The Bidder is not able to / chooses not to provide this. |
|---|------------------------|---|--|--|
| | | Full points | Partial points | 0 points |
| Notification: The Bidder notified the Purchasing Department if they are submitting a bid in response to the LearningEdge ITB #ESD112-LE-18B. | 5 | | | No points provided if notification not made. |
| Evidence of Quality and Ethical Performance: 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. (Refer to Instructions for Bidding in the Invitation to Bid, paragraph 1.4.1) | 10 | | | Disqualified. No further evaluation. |
| 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: <ul style="list-style-type: none"> 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 | | | Disqualified. No further evaluation. |
| 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: <ul style="list-style-type: none"> 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 | | | Disqualified. No further evaluation. |
| 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 | | | Disqualified. No further evaluation. |
| 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 | | | Disqualified. No further evaluation. |
| Responsible Bidder Criteria – Subtotal <i>Bidder's score of 40 is required to move to the next evaluation phase.</i> | / 45 | | | |

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: _____