**Bid Evaluation Rubric for: OETC-18I-STEAM**

Bidder Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Responsive Bidder Criteria**The purpose of this section of the rubric is to certify bids as Responsive. A Responsive Bid is one which fully conforms in all material respects to Section II of this ITB. Only Responsive Bids will be qualified to move on to the next phase of the evaluation process. | **Condition met?** | **Included on Flash Drive?** |
| **Delivery of bid to OETC** * Bid arrived at 471 High Street SE Suite #10 Salem, OR 97301 and;
* Bid arrived by 5:00 PM PST on October 9, 2018
* Bid arrived in a sealed envelope
 |  |  |
| **Completed and signed Section VII: Bid Signature Page** (Page 21 of ITB) |  |  |
| **Completion of all Attachments*** **Attachment A:** Suspension and Debarment Certification
* **Attachment B:** Business Overview
 |  |  |
| **Completion of Exhibit 1: Bidder Information, Requirements, and Pricing*** **Form A –** Bidder Information
* **Form B –** Bidder Contacts
* **Form C –** References
* **Form D –** Terms, Conditions, and Specification Exceptions
* **Form E –** Fulfillment agents
* **% off of MSRP**
* **Pricing Sheets for individual SKUs and Categories**
 |  |  |
| **Manufacturer authorization letter attached**If Responder is not the Manufacturer of the goods or services in the Proposal, Respondent must attach a Manufacturer’s Authorization letter as outlined in Section 2g. |  |  |
|  |  |  |
| Per the above criteria, the Bid submitted by the Bidder listed above is Responsive  | **Yes** | **No** |
| Evaluator Signature and Date:  |  |  |

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| **Responsible Bidder Criteria**The purpose of this section of the rubric is to establish Bidders as Responsible. Responses to Attachment B – Business Overview and Exhibit 1, Forms C and D will be used to evaluate Bidder Responsibility. Only Responsible Bidders will qualify to move on to the next phase of the evaluation process. | **Maximum Points**  | **Score**  |
| **Company Overview** | 10 |  |
| **Proposal** | 5 |  |
| **Corporate Competency** | 45 |  |
| **Past Performance** | 20 |  |
| **Service** | 20 |  |
|  | **Yes** | **No** |
| Respondent has achieved a minimum score of 90 and is therefore considered a Responsible Bidder able to move on to the next phase of the evaluation process. |  |  |
| Evaluator Signature and Date: |  |  |