**Proposal Evaluation Rubric for: OETC-18R-StudentComms**

Proposer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Responsive Proposer Criteria**  The purpose of this section of the rubric is to certify proposals as Responsive. A Responsive Proposal is one which fully conforms in all material respects to Section II of this RFP. Only Responsive Proposals will be qualified to move on to the next phase of the evaluation process. | **Condition met?** | **Included on Flash Drive?** |
| **Delivery of proposal to OETC**   * Proposal arrived at 471 High Street SE Suite #10 Salem, OR 97301 and; * Proposal arrived by 2:00 PM PST on November 26, 2018 * Proposal arrived in a sealed envelope |  |  |
| **Completed and signed Section VII: Proposal Signature Page** (Page 21 of RFP)   * Must be included on flash drive in .PDF format |  |  |
| **Completion of all Attachments**   * **Attachment A:** Suspension and Debarment Certification * **Attachment B:** Business Overview * Attachments must be included on flash drive in .PDF format |  |  |
| **Completion of Exhibit 1: Proposer Information, Requirements, and Pricing**   * Must be included on flash drive in native Excel format |  |  |
| **Completion of Exhibit 2: Questions** (Not required)   * Must be emailed to [zjensen@oetc.org](mailto:zjensen@oetc.org) by November 19, 2018 |  |  |
| **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.   * Must be included on flash drive in .PDF format |  |  |
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| Per the above criteria, the Proposal submitted by the Proposer listed above is Responsive | **Yes** | **No** |
| Evaluator Signature and Date: |  |  |

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| **Responsible Proposer Criteria**  The purpose of this section of the rubric is to establish Proposers as Responsible. Responses to Attachment B – Business Overview; and Exhibit 1 will be used to evaluate Proposer Responsibility. Only Responsible Proposers will qualify to move on to the next phase of the evaluation process. | **Maximum Points** | **Score** |
| **Company Overview** | 10 |  |
| **Proposal** | 10 |  |
| **Corporate Competency** | 40 |  |
| **Past Performance** | 20 |  |
| **Service** | 20 |  |
|  | **Yes** | **No** |
| Respondent has achieved a minimum score of 80 and is therefore considered a Responsible Proposer able to move on to the next phase of the evaluation process. |  |  |
| Evaluator Signature and Date: |  |  |