

RFP Number: ISD-201002-CT

Project Title: Master Agreements for Technical Staff Augmentation Services

RFP Attachment F

Evaluation Criteria & Proposal Submission Form

Attachment F-1 - Methodologies

Attachment F-2 – Placement History

Attachment F-3 – Pricing

Attachment F-4 – Key Staff

**Attachment F-5 – Proposer’s Acceptance Of, or Exceptions To, Master Agreement Terms
and Conditions**

Attachment F-6 – Viability of Firm

Reference #	Evaluation Criterion: Methodologies
F-1	Maximum Points for this Criterion: <u>30 Points</u> (out of 100 possible points)
Proposal Requirements: Proposers must describe and discuss their methodologies for sourcing positions, meeting the AOC’s invoicing requirements, and ensuring timely submittal of requests for travel expense reimbursement.	
Proposer must complete the following:	
Part I – Sourcing: Describe and discuss your methodology of sourcing the positions set forth in Attachment C, Classifications. Your description and discussion should include, but not be limited to: (1) your existing subcontracting relationships with other firms and what classifications they cover; (2) how you source hard-to-fill positions where you don’t currently have a subcontracted firm in place and what kind of timeline/constraints/policy considerations do you have in place before you seek new subcontracted firms in order to identify and propose candidates for a specific staffing request; and (3) your plans for filling positions in diverse geographic locations through California.	
Part II – Invoicing Compliance (Subpart A): The AOC will require both invoicing the Work Order detail level as well as providing a monthly summary statement at the Master Agreement level that is substantially in the form and substance set forth in Attachment E, Invoicing Samples. Describe and discuss your methodology of providing invoicing and summaries that meets the requirements of this RFP. Further, please describe and discuss your methodology for keeping track of Key Personnel’s time under a Work Order to substantiate specific hours worked and amounts invoiced (please note that as Key Personnel are not AOC employees, the AOC will not accept timesheets signed by a Work Order Project Manager as substantiation for time worked on a Work Order).	

Part II – Invoicing Compliance (Subpart B): Using the information contained in Attachment E-5, Sample Invoicing Business Case, submit an invoice package generated from your accounting system marked “Sample Invoice” under this Part II that demonstrates your understanding of the AOC’s invoicing requirements.

Part III – Timely submission of travel reimbursements: Awarded master agreements will require invoicing of authorized travel expenses no later than two (2) months after the end of the month in which the travel expense was incurred, including submission of receipts for all expenses to be reimbursed (for reimbursement of mileage a Mapquest® printout or equivalent will be required for mileage substantiation). Describe and discuss your methodology for keeping track of Key Personnel’s travel, accounting for the resulting travel expenses, and ensuring timely submission of all authorized travel expense reimbursement requests, and provide samples of any forms you presently use to keep track of this information. Describe how, at a minimum, you can provide the level of detail outlined in Attachment E-4, Sample Expense Statement, including summarization of the travel expense balance remaining from the Work Order.

End of Evaluation Criterion F-1