



**Request for Proposal**  
**RFP #18-023**  
**August 7<sup>th</sup>, 2018**  
**EMS Department Medical Supplies**

**INSTRUCTIONS AND DIRECTIONS FOR COMPLETING  
RFP EVALUATION MATRIX**

The City of League City received two (2) Request for Proposals for the above referenced project. A copy of each is attached. The specifications included the evaluation criteria that will be utilized to determine which firm submitted the best proposal. A copy of the specifications has been attached. Each committee member will need to submit the attached matrix and all scores will be averaged. If necessary, the committee may decide to interview those firms most susceptible of receiving an award and negotiate the proposal. Once the final recommendation is prepared, it will be submitted to Council as a recommendation for award of the RFP.

Please remember all information is CONFIDENTIAL and should not be discussed with the agency or released to the public. The attached evaluation form is confidential. I have also attached the Confidentiality Form which must be signed and returned to me. The process to evaluate an RFP is as follows:

- Review the specifications and become familiar with the evaluation criteria.
- Review the proposals making notes as you go relative to how well they meet the evaluation criteria.
- Evaluate each firm against the criteria, not each other.
- Score each firm in the main categories.
- Scores are given up to the percentage available in the main category with 100% total being the best.

Please begin to process your evaluation upon receipt. After completing your evaluation, return your forms to Gwyn Pope. **You will be notified by phone or via e-mail the date and time of the evaluation committee meeting.**

At that time, if necessary, we can schedule a meeting to contact any of the firms for interviews or clarification and the short list firms will be re-scored based on the new information. Please contact me for any questions you may have.

The City of League City appreciates your assistance with this very important project.

1. Complete "Proposer Name" by filling in the name of respondent being evaluated.
2. Each respondent is to be scored by the following scale:
  - 5 = Exceptional, exceeds and fully meets all requirements
  - 4 = Advantageous, exceeds some requirements
  - 3 = Meets minimal requirements
  - 2 = Addresses most of minimal requirements
  - 1 = Addresses part of minimal requirements
  - 0 = Unacceptable
3. Respondent scores are to be multiplied by the weight applied to each evaluation factor. The weight of each evaluation factor is listed on the evaluation matrix and listed within the "WEIGHT" column.
4. Extend the total of each score to the "SCORE TOTAL" column of the evaluation matrix for each evaluation factor.
5. After each evaluation factor has been scored and totaled, add the score of each evaluation factor to determine the overall "PROPOSER SCORE" for each respondent.



**EVALUATION SCORING MATRIX - SUMMARY**  
**REQUESTS FOR PROPOSALS**  
**RFP #18-023 - EMS Department Medical Supplies**  
**DUE: August 23, 2018**

EVALUATION CRITERIA	WEIGHT	EVALUATOR	Bound Tree Medical	Henry Schein
Overview and Scope of Services	20	NS JF	160 80 80	0 0 0
Supply of items and costs	30	LS RL	300 150 150	0 0 0
Additional Costs	20	LS RL	200 100 100	0 0 0
Operative IQ	15	LS RL	150 75 75	0 0 0
Licensure Compliance and Disaster Plan	15	LS RL	120 60 60	0 0 0
<b>TOTAL</b>	<b>100</b>		<b>930</b>	<b>0</b>

Purchasing

Date

EVALUATION MATRIX

EVALUATION SUMMARY SHEET

Proposer Name: Bound Tree Medical

EVALUATION CRITERIA	EVALUATOR SCORE	WEIGHT	SCORE TOTAL
1. <u>Company's General Overview and Scope of Services</u>	<u>4</u>	20	<u>80</u>
2. <u>Company's ability to supply all items submitted, including item cost</u>	<u>5</u>	30	<u>150</u>
3. <u>Company's Schedule of Additional Service – standard/overnight shipping</u>	<u>5</u>	20	<u>100</u>
4. <u>Company's utilization of Operative IQ</u>	<u>5</u>	15	<u>75</u>
5. <u>Company's Federal and State Licensure Compliance and Disaster Plan</u>	<u>4</u>	15	<u>60</u>
TOTAL		100	<u>465</u>

Comments: Sustainability/Disaster Plan/ Current Provider - no  
setup. Utilizes OpIQ for order placement - no  
additional costs for shipping - std nor overnight  
Texas certified and VAWD (US) - also provides free  
CE and training - established rep in area.

Evaluator Name: Nicole Smith *curbside*  
(Printed)



EVALUATION SUMMARY SHEET

Proposer Name: Henry Schein

EVALUATION CRITERIA	EVALUATOR SCORE	WEIGHT	SCORE TOTAL
1. <u>Company's General Overview and Scope of Services</u>	<u>0</u>	20	<u>0</u>
2. <u>Company's ability to supply all items submitted, including item cost</u>	<u>0</u>	30	<u>0</u>
3. <u>Company's Schedule of Additional Service – standard/overnight shipping</u>	<u>0</u>	20	<u>0</u>
4. <u>Company's utilization of Operative IQ</u>	<u>0</u>	15	<u>0</u>
5. <u>Company's Federal and State Licensure Compliance and Disaster Plan</u>	<u>0</u>	15	<u>0</u>
TOTAL		100	<u>0</u>

Comments: Unable to open jump drive that was submitted -  
password protected. Submitted packet was incomplete,  
only included copy of company's bound catalog and no  
notations of a password to unlock jump drive.  
~~Purchasing notified - Henry Schein was contacted~~  
regarding the password - they advised that they were  
unaware of any password and was unable to supply us  
with the ability to open their [incomplete] submittal.

Evaluator Name: Nicole Smith  
(Printed)

Henry Schein to be disqualified for incompleteness.

*UNB*

EVALUATION SUMMARY SHEET

Proposer Name: Bound Tree Medical

EVALUATION CRITERIA	EVALUATOR SCORE	WEIGHT	SCORE TOTAL
1. <u>Company's General Overview and Scope of Services</u>	<u>4</u>	20	<u>80</u>
2. <u>Company's ability to supply all items submitted, including item cost</u>	<u>5</u>	30	<u>150</u>
3. <u>Company's Schedule of Additional Service – standard/overnight shipping</u>	<u>5</u>	20	<u>100</u>
4. <u>Company's utilization of Operative IQ</u>	<u>5</u>	15	<u>75</u>
5. <u>Company's Federal and State Licensure Compliance and Disaster Plan</u>	<u>4</u>	15	<u>60</u>
TOTAL		100	<u>          </u>

Comments: has been a great vendor for over 10 yrs

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Evaluator Name: James Fisher  
(Printed)



EVALUATION MATRIX

EVALUATION SUMMARY SHEET

Proposer Name: Henry Schein

EVALUATION CRITERIA	EVALUATOR SCORE	WEIGHT	SCORE TOTAL
1. <u>Company's General Overview and Scope of Services</u>	<u>0</u>	20	<u>0</u>
2. <u>Company's ability to supply all items submitted, including item cost</u>	<u>0</u>	30	<u>0</u>
3. <u>Company's Schedule of Additional Service – standard/overnight shipping</u>	<u>0</u>	20	<u>0</u>
4. <u>Company's utilization of Operative IQ</u>	<u>0</u>	15	<u>0</u>
5. <u>Company's Federal and State Licensure Compliance and Disaster Plan</u>	<u>0</u>	15	<u>0</u>
TOTAL		100	<u>0</u>

Comments: incomplete packet

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Evaluator Name: James Fisher  
(Printed)