

Scoring of RFP Responses

To ensure uniform scoring of evaluation criteria, the RGRTA Procurement Department has adopted standardized scoring on a 1 to 5 scale for the following types of scoring criteria:

- **Technical Criteria:** Items that are subjectively scored by the Evaluation Team as a collective group. These include Experience of Firm, Project Plan, Project Team, etc.
- **Price Criteria:** These are scored by the Procurement Officer using the pre-defined formula offered in this document
- **Civil Rights Criteria:** This is subjectively scored by the Liaison for the relevant civil rights program. Based on how well the Supplier responded to the requirements of the Event.
- **Diversity Practices:** This applies to a limited set of procurements where RGRTA follows a NYS prescribed scoring process. If applicable, the process will be explained in the Event.

Questions?

- If you have any questions about the scoring of criteria for a specific event, please contact the Procurement Officer for the Event, which is identified in the Supplier Portal (supplierportal.myrts.com)
- If you have a general question about scoring of Evaluation criteria, please contact Justin Feasel, Manager of Purchasing & Project Management at jfeasel@myrts.com

Technical Criteria: Score Definitions

5	Excellent	<ul style="list-style-type: none"> • Should ensure extremely effective performance. • Surpassed expectations • Demonstrates superior approach.
4	Very Good	<ul style="list-style-type: none"> • Should be more than adequate for effective performance. • Generally exceeds criteria relative to quality/performance and no major deficiencies exist in the areas assessed. • Demonstrates the full range of skills appropriate for meeting the needs & expectations of RGRTA.
3	Good	<ul style="list-style-type: none"> • Should be adequate for effective performance. • Meets criteria relative to quality and ability required for successful performance and reasonable probability of success. • Demonstrates sufficient range of skills to meet the needs & expectations of RGRTA.
2	Fair	<ul style="list-style-type: none"> • Meets most of the requirement, but represents a somewhat inferior approach. • Insufficient for desired performance requirements. • Does not demonstrate a sufficient range of skills appropriate for meeting the needs & expectations of RGRTA.
1	Poor	<ul style="list-style-type: none"> • Significantly below criteria required for successful performance. • Low probability of success. • Many deficiencies or major problem exists.
0	Fail	<ul style="list-style-type: none"> • Failed to address the evaluation criteria or provide reasonable expectation the Vendor can meet the specification/scope.

Price Criteria: Score Formula

$5 \times (\text{Low Price} / \text{Price Being Evaluated})$

Civil Rights Criteria: Score Definitions

5	<ul style="list-style-type: none"> • Exceeds Civil Rights Goal established for the Event, and all paperwork is completed correctly with no further information needed from Vendor
4	<ul style="list-style-type: none"> • Meets Civil Rights Goal established for the Event, all paperwork is completed correctly, and no further information needed from Vendor; OR • Waiver requested and paperwork completed correctly, good-faith efforts documented, and no further information needed from Vendor
3	<ul style="list-style-type: none"> • Meets Civil Rights Goal established for the Event, but paperwork is incomplete and needed minor revisions or clarifications by RGRTA; OR • Waiver requested, but paperwork required minor revisions or clarifications or good-faith efforts documentation contains fewer than 3 deficiencies*
2	<ul style="list-style-type: none"> • Waiver request submitted, however, good-faith efforts documentation contains 3 to 5 deficiencies*, and paperwork needed updating after they are completed
1	<ul style="list-style-type: none"> • Waiver request submitted, however good-faith efforts are not documented, documentation contains 5 or more deficiencies*, or waiver is un-obtainable.
0	<ul style="list-style-type: none"> • Paperwork not provided or not completed. Failed to meet goal and did not provide a Waiver request.

* Deficiencies in demonstration of good-faith efforts: (a) lack of second follow-up attempt (call or email) if initial attempt not successful or documentation that business is no longer in operation; or (b) lack of time for the firm to respond (less than 48 hours between second contact attempt to submission of paperwork to RGRTA); or (c) for each category of subcontracting opportunity, failure to contact the greater of 25% or 5 certified firms reasonably able to provide goods and/or services in the location where work is to be performed (Note: each category not meeting this criterion is counted individually); or (d) paperwork not signed.

Note: If multiple Civil Rights Goals exist, they will be scored individually.