

Evaluation Criteria Response Form

Physical Records Management Software System

Software, hardware and services, as applicable, from a qualified software vendor (“Provider”) in order to migrate from and replace the existing records management system. **(Maximum 2100 characters per question)**

If applicable, Vendors should list in its detailed response the title of any attached Supplemental Information. **Refer to Special Instruction to Vendor – Evaluation Criteria Response Form.**

RFP Number and Title	R2114547P1 - Physical Records Management Software System
Vendor Name *Required	
Vendor Address *Required	
Evaluation Criteria	Vendor Response
<p>1. Ability of Professional Personnel: (Maximum 15 Points)</p> <p>a. Describe the qualifications and relevant experience of the Principal in Charge, Project Manager and all key staff that are intended to be assigned to this project. Also provide professional certifications relative to this project, such as Certified Records Manager (CRM), Information Governance Professional (IGP) and Certified Information Privacy Professional (CIPP).</p> <p>Points: 10</p>	
<p>b. Provide resumes for the Principal in Charge, Project Manager and all key staff that provides satisfactory evidence of the qualifications and relevant experience as described in 1.a.</p> <p>Points: 5</p>	

<p>2. Project Approach: (Maximum 35 Points)</p> <p>a. Describe your firm's approach to the project. Include how the prime Vendor will interphase work with In-house staff, and other professionals.</p> <p>Points: 5</p>	
<p>b. Provide a description of how your firm will achieve the services described in the Scope of Services. Describe your methodology to provide daily activities for projects as the projects move from concept to completion. Describe and provide a sample of your reporting system used to provide monthly progress reports that track the progress of work in relevant areas.</p> <p>Points: 5</p>	
<p>c. Provide your firm's implementation approach and ability to meet system requirements. Include how you would approach implementation of a physical records system. Be sure to include how and when any 3rd party application is utilized and identify any aspect of the Scope of work that your firm cannot meet/provide. The vendor's project approach will contribute to the assessment of the viability of the vendor's proposed price and should also reflect the information requested in the Physical Records Application Capabilities Form.</p> <p>Points: 10</p>	
<p>d. Complete and return with your firm's submittal the Physical Records Management Software System Requirements Response Form indicating your firm's response and its compliance to the system requirements.</p> <p>Points: 15</p>	
<p>3. Past Performance: (Maximum 15 Points)</p> <p>a. Describe your firm's experience on projects of similar nature, scope and duration, along with evidence of satisfactory completion, both on time and within budget, for the past five years. Provide a minimum of three projects with references. Your firm should provide references for similar work performed to show evidence of qualifications and previous experience. Refer to Vendor Reference Verification Form and submit as instructed. Only provide references for non-Broward County Board of County Commissioners' contracts. For Broward County contracts, the County will review performance evaluations in its database for vendors with previous or current contracts with the County. The County considers references and performance evaluations in the evaluation of Vendor's past performance.</p> <p>Points: 10</p>	

b. Provide a list of contracts that have been managed in the past five years that provide evidence of experience working with Local Municipal Departments, County agencies and other public agencies. For each contract include the following and identify whether work was performed as a Prime or Sub-Contractor:

- 1) Name the jurisdictional agencies i.e. State, County, Municipality, Federal and other regulatory agencies.
- 2) Start date and end date of contract.
- 3) Annual dollar value of contract.

Points Value: 5

4. Location: (5 Points)

Refer to Vendor's Business Location Attestation Form and submit as instructed.

A Vendor with a principal place of business location (also known as the nerve center) within Broward County for the last six months, prior to the solicitation submittal, will receive five points; a Vendor not meeting all of the local business requirements will receive zero points.

Points: 5

5. Price (Maximum 30 Points)

Pricing MUST be provided for all lines of the Item Response Form. The Vendor MUST state its price for providing all hardware, equipment, licenses, and services in accordance with the Scope of Work as stated in this solicitation. The points available for Price will be calculated by comparing the total price for the entire 5-year period, including software licensing, implementation services, training, and support and maintenance services.

The points awarded for price are calculated as described in the **Standard Instructions for Vendors**, Section E. Evaluation Criteria, 3.b.

Points: 30