

## 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](http://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](mailto:jfeasel@myrts.com)

### Technical Criteria: Score Definitions

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

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

\* 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, the combined score for all goals will be based on the average of the scores achieved by each paperwork submission rounded to the nearest whole number.