Appendix A – Level 2 Review: Bid Scoring Criteria

Proposals will be evaluated and scored based on the following criteria. The highest total points possible are 100.

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>FACTORS &amp; SCORING</th>
<th>POINTS</th>
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</table>
| Deliverables              | Bids will be evaluated based on vendors’ ability to meet the provided copier/printer and the Maintenance Support Services preferred specifications. Scoring:  
  • 28-40 points – Bid exceeds provided specifications  
  • 14-27 points – Bid meets all provided specifications  
  • 1-13 points – Bid does not meet all of the provided specifications | 40     |
| Budgeting/Price          | Bids will be evaluated based on all-inclusive costs for two (2) machines for a 60-month period and for the cost of service/maintenance. Total costs will be divided by 2.4 million copies to establish First 5 LA’s “Cost Per Click”. Bids received for the lease option will be compared against all other bids submitting for the lease option. Bids received for the purchase option will be compared against all other bids submitted for the purchase option. Scoring: Points will be awarded based on the lowest cost when compared against other bids. (I.e. bid that meets all provided specification with the lowest cost will receive 100% of the cost points. All other bids receive a percentage of the total cost points allocated by formula. Proposals with cost more than double the lowest proposed cost receive zero points.) | 40     |
| Supplemental Documents   | Bids will be evaluated based on the inclusion, completeness and quality of the following items:  
  A. Proposed Term and Conditions (including but not limited to service level agreement terms)  
  B. Outcome of reference check compared to other vendors (positive reviews)  
  C. Overview of Manufacturer’s History and Machine Reliability- This section will be evaluated based on demonstrated history of manufacturing, in accordance with requested information. Scoring:  
  • 14-20 points – Bidder provided Terms and Conditions, 2 positive reference checks, and satisfactorily demonstrate reputation as a manufacturer and the reliability of proposed machines.  
  • 7-13 points – Bidder provided Terms and Conditions, at least 1 positive reference checks, Bidder somewhat demonstrates reputation as a manufacturer and the reliability of proposed machines.  
  • 1-6 points – Bidder did not provide terms and conditions, no positive reference checks, Bidder did not demonstrates reputation as a manufacturer and the reliability of proposed machines. | 20     |