

EVALUATION FACTORS

1.	WORK PLAN – 30 Points
	<ul style="list-style-type: none"> ❖ Describe how your agency proposes to approach the management and staffing of the day-to-day operation of the grant, including communication and interaction with the Commission. ❖ Describe the process you would undertake to hire qualified staff, and the required qualifications of those individuals. Include background experience, education, salary ranges and method to determine future funding increases. ❖ Describe the methodology you will use to evaluate and measure your performance in meeting the goals and objectives of the grant. ❖ Describe how you will meet and implement the goals and objectives of the grant. ❖ Describe any additional programs you propose adding, or changes you would make in current programs. ❖ Identify truck safety issues. ❖ Describe your plan timeline for a smooth transition to a new applicant. ❖ Describe your experience with the truck industry and identifying and resolving various truck safety issues ❖ Describe your experience with managing large, complex grants or projects. ❖ Describe the communication strategies and tactics you will use to educate and inform the various stakeholders identified by the goals and objectives of the strategic plan.
2.	CAPABILITIES/EXPERIENCE – 35 Points
	<ul style="list-style-type: none"> ❖ State the full name and address of your organization and, if applicable, the branch office or other subordinate elements that will perform, or assist in performing, the work hereunder. ❖ Indicate whether your organization is licensed or registered to operate in the State of Michigan. ❖ Indicate how long your organization has been in existence. ❖ Indicate the size of your organization including, number of employees and physical location indicators (i.e., number of facilities, size...etc.) ❖ Demonstrate your ability to handle a grant of this size and scope. ❖ Indicate prior experience which you considered relevant to your ability to successfully manage a grant for the service defined by this RFP.
3.	PERSONNEL QUALIFICATIONS – 30 Points
	<ul style="list-style-type: none"> ❖ The applicant must be able to provide appropriate staff to properly administer this grant. ❖ The written proposal should indicate the competency of personnel whom the applicant intends to assign to the project. ❖ Qualification will be measured by education and experience, with particular reference to experience on projects similar to that described in the RFP. ❖ Emphasis will be placed on the qualification of applicants Project Manager and the Manager's dedicated management time as well as that of other key personnel working on this project. ❖ Resumes shall include detailed chronological work experience, including name and phone number of person or persons who may be contacted from each project or work assignment related to similar state level projects. ❖ Proposals containing false or misleading statements, or which provide contacts that do not support an attribute or condition claimed by the applicant, may be rejected. If in the opinion of the State, such condition misleads the State in its evaluation of the proposal, and the condition is a requirement of this proposal, the proposal shall be rejected. ❖ List all subcontractors, including firm name, address, contact person, and a complete description of the work to be contracted. Include descriptive information concerning subcontractor's organization and abilities.

4.	OTHER CONSIDERATIONS – 5 Points
	<ul style="list-style-type: none"> ❖ The State reserves the right to evaluate the applicant's prior performance with the State, and the prior performance information may be a factor in the award decision. ❖ Describe your ability to provide convenient and adequate locations for housing of the education center staff and programs, both in the lower and upper peninsulas. These must be easily accessible to truckers and the public, must comply with ADA accessibility requirements, and must include a conference room that is adequate for meetings and training sessions. ❖ Describe your organization's financial stability including length of time your agency has been in business, financial integrity, stability, cash-flow capability, etc. ❖ In making an award decision, the State reserves the right to evaluate the financial stability of any applicant. ❖ The State may seek financial information from the applicant and from third parties. ❖ If the State determines in its sole discretion that an applicant presents an unacceptable risk to the State, the State reserves the right to not award a grant to that applicant.
NOTES	
	<ul style="list-style-type: none"> ❖ See the attached example of estimated budget categories, currently staffed positions, current major programs, goals and objectives, and major planned activities. ❖ Price will be considered, but only if your proposal receives a total of at least 70 points when scored on the above 4 categories, and at least 70% on category 1, the work plan. ❖ Your pricing for indirect costs for management of the grant must be shown separately, and may be described as either a dollar amount or a percentage of direct costs. ❖ Attached is a description of costs normally considered to be administration or indirect costs. ❖ If you intend to charge any of these costs to the grant as direct costs, or any others not listed that might normally be considered to be administrative in nature, the amount must be detailed by dollar value and description of service. ❖ The MTSC is not restricted to award this grant to the lowest price offer but to the proposal which provides the best value for a reasonable price. ❖ To view the MTSC Annual Report go to: http://www.michigan.gov/msp/0,1607,7-123-1593_3504_22760---,00.html ❖ To view the Michigan Center for Truck Safety go to: http://www.truckingsafety.org