

ATTACHMENT B

*** Added January 2026: This evaluation includes a question (number seven) that is not relevant to the project and as such will not be considered in the point system. Instead, points will be added to the other categories of that section, weighting those pieces further. ***

Michigan Traffic Safety Summit Event Management Request for Proposals FY2026-2027 Evaluation Form

Name of Evaluator	
Date of Evaluation	
Bid Organization Name	

THE MAXIMUM NUMBER OF POINTS AVAILABLE FOR THIS PROPOSAL IS 100.

PROPOSALS ARE SCORED BASED ON THE QUESTIONS IN EACH SECTION.

SECTION 1: SCOPE OF WORK – 50 points

1. Proven experience in hosting events of this nature and capacity (400–600 attendees).
2. Location management (e.g., bids, contract signatures, lodging, payment, food/beverage coordination).
3. Ability to assist with logistics of call for speakers/topics and ensure certain criteria are met.
4. Ability to assist with logistics of call for exhibitors and help with tracking needs.

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5. Review of financial elements and processes, including the Michigan Traffic Safety Summit scholarship process.

6. The contractor would not be on-site with one main point of contact at the OHSP. The OHSP liaison would then take over items in person.

7. Description of quality control measures that will be employed to verify data analysis. *** see addended detail in header ***

8. Budget with all anticipated personnel costs split between fiscal years FY2026 (March–September 2026) and FY2027 (October 2026–September 2027).

EVALUATOR'S POINT TOTAL FOR SECTION #1

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SECTION 2: PERSONNEL AND STAFFING – 25 Points

1. Project team member(s), and their roles in this project.

2. Principal team resumes.

3. Agree to Grant Management Requirements.

EVALUATOR'S POINT TOTAL FOR SECTION #2

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SECTION 3: PRIOR EXPERIENCE – 25 points

1. Experience working with State Highway Safety Offices or other governmental agencies.
2. Examples provided demonstrated experience at similar conferences.

EVALUATOR'S POINT TOTAL FOR SECTION #3

TOTAL POINTS
