**Competitive Proof of Concept**

**Proof of Concept Proposal Evaluation**

**Date:** [insert date]

The State of Tennessee published a NOTICE OF INTENT TO SOLICIT PROOF OF CONCEPT PROPOSALS on DATE. The State has received and evaluated these proposals.

The evaluators have disqualified the following proposals, per the Potential Supplier Instructions:

|  |  |
| --- | --- |
| Supplier | Reason |
| SUPPLIER 1 |  |
| SUPPLIER 2 |  |
| SUPPLIER 3 |  |

The evaluators have scored the proof of concept proposals as follows:

|  |  |
| --- | --- |
| Supplier | Proposal Score |
| SUPPLIER 1 |  |
| SUPPLIER 2 |  |
| SUPPLIER 3 |  |

The NOTICE OF INTENT TO SOLICIT PROOF OF CONCEPT PROPOSALS stated that:

Based on the above score, the State may enter into a proof of concept contract with the submitter of the highest scoring proposal that receives a score of XX or higher.

Or

Based on the above score, the State may enter into a proof of concept contract with the submitter of the XXX highest scoring proposals that receives a score of XX or higher.

Or

Based on the above score, the State may enter into a proof of concept contract with the submitters of any proposals that receives a score of XX or higher.

As such, based on this evaluation,the State wishes to enter into negotiations for proof of concept contracts with: ENTER SUPPLIER NAME(S).

**Supplier Name:** SUPPLIER 1 **Score:** SCORE

**Product/Service Quality**

|  |  |  |
| --- | --- | --- |
| Criteria | Response | Point Deductions |
| Did the product or service proposed by the supplier meet the minimal needs of the State? | Yes/No | Answering no results in -XX points, yes results in XX points added. |
|  | If No, Explain (What need will the proposed solution not meet?) |  |
| Did the product or service proposed by the supplier exceed the expectations of the State or address an issue or need the State has not previously thought of? | Yes/No | Answering yes results in up to X additional points. Answering no results in 0 points added. |
|  | If Yes, Explain |  |
| Did the product or service proposed by the supplier demonstrate that the supplier fully understands the unique needs of the State? | Yes/No | Answering no results in up to  -XX points and yes results in 0 points added. |
|  | If No, Explain |  |
| (If Applicable) Did the demonstration or samples meet or exceed the State’s expectations | Yes/No | Answering no results in up to  -XX points |
|  | If No, Explain |  |
| **Total Product/Service Quality Points** |  | **XX points possible. 0 being the lowest and XXthe highest.** |

**Full Implementation Capabilities and Cost**

|  |  |  |
| --- | --- | --- |
| Criteria | Response | Point Deductions |
| Has supplier previously implemented the solution or product at the scale the State would need for full implementation, or has supplier sufficiently convinced the State that it is capable of doing so? | Yes/No | Answering no results in -XX points. Answering yes results in up to XX points added. |
|  | If No, Explain |  |
|  |  |  |
| Did supplier offer the lowest priced solution for full implementation? (If bidder has already lost more than XX points above, they cannot pass technical and their pricing should not be considered). | Yes/No | If Yes, XX points are added. |
|  | If No, score is determined by deducting the percentage a supplier price is over the low price from XX points. For example.  Low Bid = $10,000  Other bid = $11,000  The other bid is $1000 over the low bid, which is 10% more than low bid. The other bid thus receives 15 points minus 10% of the points (1.5) The cost score for the other bidder is 13.5 |  |
| Did supplier provided pricing include all costs, including but not limited to, any one-time or set-up charges, fees, and potential costs that Contractor may charge the State. | Yes/No | Answering No results in up to -XX points |
|  | If No, Explain (Provide what additional costs are not contemplated in pricing) |  |
| **Total Full Implementation Capabilities and Cost** |  | **XX points possible** |

**Background and Experience**

|  |  |  |
| --- | --- | --- |
| Criteria | Response | Point Deductions |
| Does the supplier have recorded performance issues with the State, including formal supplier performance records, stop work orders, contract terminations or negative contract compliance reports within the last 5 years? | Yes/No | Answering Yes results in -XX points for each contract termination for cause, -X for each supplier performance record, -X for each negative CCR |
|  | If Yes, Explain |  |
| Does the supplier have negative references, either those references listed in in the Supplier Questions Worksheet or other customers the State may contract, or did the supplier not provide references | Yes/No | Answering Yes results in -XX points for each |
|  | If Yes, Explain |  |
| **Total Background and Experience**  **Points** |  | **Subtract all deducted points from XX (0 being lowest possible)** |

**Supplier Name:** SUPPLIER 2 **Score:** SCORE **Proof of Concept Rating:** Highly Successful, Successful or Below Expectations

**Product/Service Quality**

|  |  |  |
| --- | --- | --- |
| Criteria | Response | Point Deductions |
| Did the product or service proposed by the supplier meet the minimal needs of the State? | Yes/No | Answering no results in -XX points, yes results in XX points added. |
|  | If No, Explain (What need will the proposed solution not meet?) |  |
| Did the product or service proposed by the supplier exceed the expectations of the State or address an issue or need the State has not previously thought of? | Yes/No | Answering yes results in up to X additional points. Answering no results in 0 points added. |
|  | If Yes, Explain |  |
| Did the product or service proposed by the supplier demonstrate that the supplier fully understands the unique needs of the State? | Yes/No | Answering no results in up to  -XX points and yes results in 0 points added. |
|  | If No, Explain |  |
| (If Applicable) Did the demonstration or samples meet or exceed the State’s expectations | Yes/No | Answering no results in up to  -XX additional points |
|  | If No, Explain |  |
| **Total Product/Service Quality Points** |  | **XX points possible. 0 being the lowest and XX the highest.** |

**Full Implementation Capabilities and Cost**

|  |  |  |
| --- | --- | --- |
| Criteria | Response | Point Deductions |
| Has supplier previously implemented the solution or product at the scale the State would need for full implementation, or has supplier sufficiently convinced the State that it is capable of doing so? | Yes/No | Answering no results in -XX points. Answering yes results in up to XX points added. |
|  | If No, Explain |  |
|  |  |  |
| Did supplier offer the lowest priced solution for full implementation? (If bidder has already lost more than XX points above, they cannot pass technical and their pricing should not be considered). | Yes/No | If Yes, XX points are added. |
|  | If No, score is determined by deducting the percentage a supplier price is over the low price from XX points. For example.  Low Bid = $10,000  Other bid = $11,000  The other bid is $1000 over the low bid, which is 10% more than low bid. The other bid thus receives 15 points minus 10% of the points (1.5) The cost score for the other bidder is 13.5 |  |
| Did supplier provided pricing include all costs, including but not limited to, any one-time or set-up charges, fees, and potential costs that Contractor may charge the State. | Yes/No | Answering No results in up to -XX points |
|  | If No, Explain (Provide what additional costs are not contemplated in pricing) |  |
| **Total Full Implementation Capabilities and Cost** |  | **XX points possible** |

**Background and Experience**

|  |  |  |
| --- | --- | --- |
| Criteria | Response | Point Deductions |
| Does the supplier have recorded performance issues with the State, including formal supplier performance records, stop work orders, contract terminations or negative contract compliance reports within the last 5 years? | Yes/No | Answering Yes results in -XX points for each contract termination for cause, -XX for each supplier performance record, -XX for each negative CCR |
|  | If Yes, Explain |  |
| Does the supplier have negative references, either those references listed in in the Supplier Questions Worksheet or other customers the State may contract, or did the supplier not provide references | Yes/No | Answering Yes results in -XX points for each |
|  | If Yes, Explain |  |
| **Total Background and Experience**  **Points** |  | **Subtract all deducted points from XX (0 being lowest possible)** |

**Supplier Name:** SUPPLIER 3 **Score:** SCORE **Proof of Concept Rating:** Highly Successful, Successful or Below Expectations

**Product/Service Quality**

|  |  |  |
| --- | --- | --- |
| Criteria | Response | Point Deductions |
| Did the product or service proposed by the supplier meet the minimal needs of the State? | Yes/No | Answering no results in -XX points, yes results in XX points added. |
|  | If No, Explain (What need will the proposed solution not meet?) |  |
| Did the product or service proposed by the supplier exceed the expectations of the State or address an issue or need the State has not previously thought of? | Yes/No | Answering yes results in up to X additional points. Answering no results in 0 points added. |
|  | If Yes, Explain |  |
| Did the product or service proposed by the supplier demonstrate that the supplier fully understands the unique needs of the State? | Yes/No | Answering no results in up to  -XX points and yes results in 0 points added. |
|  | If No, Explain |  |
| (If Applicable) Did the demonstration or samples meet or exceed the State’s expectations | Yes/No | Answering no results in up to  -XX additional points |
|  | If No, Explain |  |
| **Total Product/Service Quality Points** |  | **XX points possible. 0 being the lowest and 40 the highest.** |

**Full Implementation Capabilities and Cost**

|  |  |  |
| --- | --- | --- |
| Criteria | Response | Point Deductions |
| Has supplier previously implemented the solution or product at the scale the State would need for full implementation, or has supplier sufficiently convinced the State that it is capable of doing so? | Yes/No | Answering no results in -XX points. Answering yes results in up to XX points added. |
|  | If No, Explain |  |
|  |  |  |
| Did supplier offer the lowest priced solution for full implementation? (If bidder has already lost more than XX points above, they cannot pass technical and their pricing should not be considered). | Yes/No | If Yes, XX points are added. |
|  | If No, score is determined by deducting the percentage a supplier price is over the low price from XX points. For example.  Low Bid = $10,000  Other bid = $11,000  The other bid is $1000 over the low bid, which is 10% more than low bid. The other bid thus receives 15 points minus 10% of the points (1.5) The cost score for the other bidder is 13.5 |  |
| Did supplier provided pricing include all costs, including but not limited to, any one-time or set-up charges, fees, and potential costs that Contractor may charge the State. | Yes/No | Answering No results in up to -XX points |
|  | If No, Explain (Provide what additional costs are not contemplated in pricing) |  |
| **Total Full Implementation Capabilities and Cost** |  | **XX points possible** |

**Background and Experience**

|  |  |  |
| --- | --- | --- |
| Criteria | Response | Point Deductions |
| Does the supplier have recorded performance issues with the State, including formal supplier performance records, stop work orders, contract terminations or negative contract compliance reports within the last 5 years? | Yes/No | Answering Yes results in -XX points for each contract termination for cause, -X for each supplier performance record, -X for each negative CCR |
|  | If Yes, Explain |  |
| Does the supplier have negative references, either those references listed in in the Supplier Questions Worksheet or other customers the State may contract, or did the supplier not provide references | Yes/No | Answering Yes results in -XX points for each |
|  | If Yes, Explain |  |
| **Total Background and Experience**  **Points** |  | **Subtract all deducted points from XX (0 being lowest possible)** |