**EVALUATION, SCORING AND AWARD CRITERIA**

**1. EVALUATION OF PROPOSALS AND CONTRACT AWARD**

The responsive Proposals will be evaluated strictly in accordance with the requirements stated in the solicitation and any addenda issued. Only those Proposals meeting all mandatory submittal requirements will be evaluated for possible contract award. The evaluation of Proposals shall be accomplished by an evaluation committee to be designated by AGO, which will determine the ranking of the Proposals. The AGO reserves the right to award multiple contracts.

**1.1 EVALUATION PROCEDURE AND CRITERIA**

 Proposals received by the published deadline will be administratively screened for “responsiveness”, i.e., whether they meet all the material requirements of the solicitation, and for Bidder “responsibility”, i.e., whether the Bidder meets the elements demonstrating ability, integrity and performance set out in RCW 39.26.160(2). AGO may deem a proposal nonresponsive if: (1) any of the required information is not provided; or (2) the proposal does not meet RFP requirements and specifications. AGO may find any proposal to be nonresponsive at any time during the procurement process. If AGO deems a proposal nonresponsive, it will not be considered further. The RFP Coordinator will notify the Bidder by email. The RFP Coordinator may contact a Bidder for clarification of any portion of the respective Proposal.

The AGO has organized an evaluation team (the “Evaluation Committee”) comprised of the RFP Coordinator, Sydney Wright, and five or more other representatives from the AGO. Pursuant to Section 4.2 Scoring, the Evaluation Committee will evaluate the Bidders to this RFP based on the written responses to this RFP and any additional requirements of the RFP. The AGO reserves the right, at its sole discretion, to reject, without penalty, any and all responses received and make a selection, if any, which is deemed in the opinion of the Evaluation Committee to be in the best interest of the AGO.

**1.2 SCORING**

For each Proposal determined to be responsive to the requirements of the solicitation and determined to have been submitted by a responsible Bidder, the following points will be assigned to the Proposal for evaluation purposes:

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| --- | --- |
| **Statement of Work Description** | **20** |
| **Bidder Questionnaire**  | **20** |
| **Cost Proposal**  | **15** |
| **References** | **15** |
| **Executive Order #18-03 Certification** | **5 points** |
| **Experience with delivering DEI training to Governmental Agencies and/or to law offices or firms** | **5 points** |
| **TOTAL FOR WRITTEN PROPOSAL** | **80** |
| **Interviews/Presentations (if any, for Top 3 scorers)** | **20** |
| **OVERALL GRAND TOTAL** | **100** |

The Evaluation Committee will review all Bidders total scores. The Bidder with the highest overall score, and deemed by the Evaluation Committee to be in the best interest of the AGO, will be deemed the Apparent Successful Contractor. The AGO has the discretion to reject all proposals and cancel this RFP when it is in the best interest of the AGO.

**1.3 OPPORTUNITY FOR DISCUSSION**

After receipt of proposals and prior to the recommendation of award, the RFP Coordinator may initiate discussions with one or more Bidders, should any clarification or negotiation be deemed necessary.

**1.4 PRESENTATION OF SAMPLE TRAINING AND INTERVIEW**

The AGO, at its sole discretion, may select the top three scoring finalists from the written evaluation for an interview and micro presentation of the requested materials in an online/virtual or in-person environment. The interview must demonstrate prior experience with creating a detailed, thorough training strategy and plan for a Race Equity Training that is intended to increase organizational and individual awareness, knowledge, and skills for staff on DEI and Race Equity topics. The micro presentation must demonstrate a level of mastery of the material, demonstrates the applicant’s presentation style and provides a sample of how participants will manage group dynamics and be engaged in dialogue and how the applicant responds to difficult or challenging questions. The AGO will contact the top scoring Bidder(s) to schedule a date, time, location, and any further details required for this interview and/or presentation. Commitments made by a Bidder at the interview and/or presentation, if any, will be considered binding.

**1.5 REQUEST FOR DOCUMENTS NOTICE**

Upon concurrence with the Committee's recommendation, the RFP Coordinator may request from Bidders the required documents and information, such as insurance documents, contract performance security, an electronic copy of any requested material (e.g., Proposal, response to clarification questions, etc.), and any other necessary documents. Receipt of this request does not constitute a contract and no work may begin until a contract signed by all parties is in place. The RFP Coordinator will notify all other Bidders of the state's selection.

**1.6 CONTRACT EXECUTION**

Upon receipt of all required materials, a Contract, including the General Terms and Conditions (in substantially the same form as Attachment O) as well as the Bidder's Proposal, will be provided to the Bidder for signature. The Bidder will be expected to accept and agree to all material requirements contained in Attachment O of this RFP. If the Bidder does not accept all material requirements, the State may move to the next Bidder, or cancel the RFP.

**1.7 NOTIFICATION OF SELECTED APPARENT SUCCESSFUL CONTRACTOR**

All Bidders will be notified when the AGO has determined the Apparent Successful Contractor. After all considerations, Bidders will be notified via WEBS when AGO has confirmed its intent to award.