

**REQUEST FOR QUALIFICATIONS/PROPOSAL (RFQ/RFP)
EMPLOYEE HEALTH BENEFITS BROKER / CONSULTANT
RFQ/RFP-2023-01**

EVALUATION CRITERIA – (listed in relative order of importance)

A. Proposal Format	5%
B. Qualifications, Experience and Expertise	20%
C. Method of Approach / Scope of Work	20%
D. Price Proposal	25%
E. Consultant Questionnaire	10%
F. Work Samples	5%
G. Interview	15%

Note: For scoring purposes, percentages were converted to points (i.e., 5% is equal to 5 points, 20% is equal to 20 pts, etc.).

The "Equivalent to:" represents the number of points of each category.

To calculate the max. pts, we multiply the pts. assigned to each category by 5 (number of evaluators).

Example: Proposal format 5 pts. x 5 = 25 pts for that category.

Evaluators scored proposals individually.

Points given to the agency in each category resulted from the sum of the evaluator's scores.

Criteria	%	Equivalent to:	Max. pts. (5 evaluators)
Proposal Format	5%	5	25
Qualifications, Experience and Expertise	20%	20	100
Method of Approach / Scope of Work	20%	20	100
Price Proposal	25%	25	125
Consultant Questionnaire	10%	10	50
Work Samples	5%	5	25
Interview	15%	15	75
Total points	100%		500

CAPFI	SUSAN POSADA	CBIZ	THE MAHONEY GROUP
18	18	25	20
73	72	98	77
88	64	95	83
120	79	107	97
45	44	46	46
18	12	24	15
61	42	61	59
423	331	456	397
84.6%	66.2%	91.2%	79.4%