

Bidder: \_\_\_\_\_

**EXHIBIT E - PROPOSAL EVALUATION FORM  
BOAT-LIVERY CONCESSION ~ SWARTSWOOD STATE PARK  
REQUEST FOR PROPOSAL #LE25-045**

**Internal Evaluation Criteria**

Each evaluation shall consist of two separate rankings: one based on non-monetary criteria, and another based on the Bidder's Monetary Proposal.

**I. NON-MONETARY PROPOSAL (\_\_\_\_\_/50 points)**

**1. Operation Plan, including the following (\_\_\_\_\_/30 points total)**

**A. Equipment (\_\_\_\_\_/5 points)**

The adequacy and suitability of the equipment for the type of service proposed.

**B. Prices (\_\_\_\_\_/5 points)**

The appropriateness of the proposed prices for equipment the Bidder proposes to rent and novelty items the Bidder proposes to sell (if applicable).

**C. Staffing Plan (\_\_\_\_\_/5 points)**

Whether the staffing plan is consistent with, and can satisfy, the Operation Plan.

**D. Mobilization & Implementation Plan (\_\_\_\_\_/5 points)**

Whether the mobilization and implementation plan demonstrates Bidder's ability to successfully mobilize and implement the proposed operations.

**E. Safety, Security, Sanitation Plan (\_\_\_\_\_/5 points)**

Whether safety, security, and sanitation issues are identified and planned for thoughtfully.

**F. Overall Plan Submitted (\_\_\_\_\_/5 points)**

Whether Bidder's response provided detailed plans and proposed approach to performing the services under the Request for Proposal and Agreement.

Bidder: \_\_\_\_\_

**2. Experience and Organizational Structure (\_\_\_\_\_/20 points total)**

- A. Whether the Bidder has documented experience in developing and administering outdoor recreational events and facilities of similar scope/size. (\_\_\_\_\_/5 points)
- B. The qualifications and experience of the Bidder's personnel, with emphasis on documented experience (\_\_\_\_\_/5 points)
- C. Does the information provided in the organization chart list key personnel who will run the Concession Operation? (\_\_\_\_\_/5 points)
- D. The Bidder's ability to implement past Agreements with Department (\_\_\_\_\_/5 points)

**II. MONETARY PROPOSAL (\_\_\_\_\_/50 points)**

Bidders must indicate the highest total amount of compensation they are willing to pay above the minimum guaranteed compensation amount of **One Thousand Three Hundred Dollars (\$1,300.00)** for the Period of Operation of the Initial Term of the Concession Agreement.

The Department will determine the Monetary Proposal ranking by dividing the Monetary Proposal amount by the highest Monetary Proposal received in response to the RFP. The Department will multiply the resulting figure by fifty (50) points to determine the Monetary Proposal ranking.

The Bidder submitted the Monetary Proposal for total compensation to the State of New Jersey in the amount of \$\_\_\_\_\_ Dollars for the Initial Term of the Concession Agreement.

**III. TOTAL POINTS AWARDED: (\_\_\_\_\_/100 points)**