

*Summary of the Bergenfield School District Evaluation Process for its
Energy Conservation Education and Training Services for Proposals*

On July 16th, 2012 the board published an advertisement which solicited requests for proposals for Energy Conservation Education and Training Services. One week later, a pre-proposal conference was held to go over the details of the RFP as well as to familiarize prospective proposers with the buildings of the District. One company (Energy Educators submitted sealed proposals which were opened on August 7th by the Business Administrator.

The committee reviewed the proposal submitted by Energy Educators. This comparison laid out each proposal's core elements: Technical Criteria and Qualifications, Management Criteria, Cost Criteria. The evaluation committee which had been created to evaluate and rank the proposals of each company. The evaluation committee then read the proposal and ranked it according to the Evaluation Criteria that was set forth in the Request for Proposals. Each criterion was weighted according to the percentages that were dictated by the RFP. Below is a listing of the criteria, and where each company ranked overall.

TOTALS			
Criteria	Weighing Percent	Points Awarded (1 to 5)	Weighted Points
		Energy Educators	Energy Educators
Technical Criteria and Qualifications	50%	15	7.5
Management Criteria	30%	15	4.5
Cost Criteria	20%	15	3
TOTALS	100%	45	15

Energy Educators received top ranking in all. These scores combined to give them the highest overall weighted score of 15.0. Based on this ranking, the evaluation committee has put forth the recommendation that Energy Educators be awarded the contract to provide Energy Conservation Education and Training Services for the Bergenfield Public Schools.