

**CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM
FEDERAL LEGISLATIVE REPRESENTATIVE
EVALUATION PROCESS**

All Proposals received on or before the final filing date and time as specified in the Schedule of Events will be evaluated as outlined below. CalPERS may request clarifications from Proposers at any phase of the evaluation process for the purpose of clarifying ambiguities in the information presented in the Proposal.

CalPERS, in the exercise of its exclusive discretion, may permit the Proposer to correct any error, omission, deviation, or other defect. Alternatively, CalPERS may waive such error, omission, deviation, or other defect. However, such waiver shall in no way modify the RFP documents or excuse the Proposer from full compliance with the RFP requirements.

A. Preliminary Review

The Technical Proposal will be reviewed to determine completeness of required documentation and compliance with DVBE requirements using the Required Attachments Certification Checklist to confirm receipt of all required documents. CalPERS may reject any or all Proposals that fail to meet these requirements.

B. Technical Proposal Evaluation

Upon satisfactory preliminary review, the Technical Proposal will be reviewed to determine Proposer's satisfaction of Minimum Qualifications requirements. After CalPERS has ascertained that the Proposer meets the Minimum Qualifications, the Technical Proposal will be scored by a team of CalPERS Staff. The team may also receive input from one or two members of the CalPERS Board of Administration.

Each team member will independently evaluate the Proposer's Technical Proposal, using the Proposal Evaluation Sheet. A single score for each Technical Proposal will be reached by consensus of the evaluation team, with a maximum of 200 points. The highest scoring Proposers, as determined by CalPERS, will continue in the evaluation process.

C. Fee Proposal Evaluation

Proposers that are continuing in the evaluation process will have their Fee Proposal opened. The lowest Fee Proposal will receive the maximum score of 300 points. All other Fee Proposals will be rated proportionately as follows:

$$\frac{\text{Lowest Fee Proposal}}{\text{Proposer's Fee Proposal}} \times 300 = \text{Proposer's Score}$$

Each Proposal's technical score will be combined with the fee score. The Proposals will be ranked from highest to lowest, with a maximum of 500 total points. The highest scoring Proposals, as determined by CalPERS, will be Finalists and continue in the evaluation process.

D. Finalists

1. One or more team members may conduct background and reference checks of each Finalist. This information will be rated as satisfactory or unsatisfactory as prescribed on the Proposal Evaluation Sheet.
2. One or more team members may conduct on-site visits. Finalists will be notified in advance of the specific date, time, and format for the on-site visit, including any specific demonstrations and information the on-site team would like presented. The on-site visits will be evaluated as prescribed on the Proposal Evaluation Sheet.

E. Finalists Interviews

Each Finalist, or, where background and reference checks or on-site visits are conducted, each Finalist rated as satisfactory in all categories of the background and reference checks will be required to appear for an oral interview with CalPERS Board of Administration at a time and place to be announced. Finalists will be notified in advance of the specific date, time, and format for the interview. If interviews are to be webcast, Finalists will be required to sign and submit the CalPERS Full Board of Administration Interview Form agreeing they will not watch any of the other Finalists' interviews. The interview shall include participation by all key professionals who will exercise a significant administrative, policy, or consulting role under the contract and will be evaluated

using a “trimmed average” scoring methodology as illustrated in the sample below:

Trimmed Average Scoring Methodology

The table below describes the interview scoring process, assuming for illustration purposes, that nine committee members (“raters”) are assigning scores.

Step	Action
1	Each rater scores the Proposers individually assigning a score using the following scale: 0 = Unacceptable 1 = Poor 2 = Fair 3 = Good 4 = Very Good 5 = Excellent
2	The scores from the individual rater score sheets are entered onto a combined rater score sheet.
3	The lowest score and the highest score for each Proposer are ignored.
4	The seven remaining scores are added together and then divided by seven to achieve the “trimmed average” score.
5	The trimmed average score is multiplied by the maximum number of points to achieve the total points.
6	The Final Interview Score is calculated by dividing the total points by five (largest possible score choice).

Assuming Total Available Board Points of 100

	Proposer 1	Proposer 2	Proposer 3	Proposer 4
Rater 1	5	4	5	3
Rater 2	5	4	5	2
Rater 3	5	4	5	5
Rater 4	5	4	5	3
Rater 5	4	4	5	2

Rater 6	4	4	1	5
Rater 7	4	4	1	1
Rater 8	3	4	1	0
Rater 9	1	4	1	5
Trimmed Average Score	4.29	4.0	3.29	3.0
Total Points	429	400	329	300
Final Interview Score	85.8	80	65.8	60

Each final interview score will be combined with the Technical and Fee Proposal Scores and any applicable preference and incentive points. Proposals will be ranked from highest to lowest.

In case of a tie, scores will be rounded to the nearest one-hundredth decimal.

F. Award of Contract

1. The Contract award, if any, will be made to the responsive and responsible Proposer having the highest total score, but it may be subject to final negotiations and satisfaction of all requirements. Should negotiations not be successful with the selected Proposer, CalPERS may, based on its exclusive discretion, negotiate with the Proposer having the next highest total score.
2. Notice of CalPERS intent to award to the selected Proposer will be posted in CalPERS Contracts Management Section and at www.calpers.ca.gov for five (5) State business days before the award of contract is made.