



EVALUATION PROCESS

Name of Company: _____

Basis of Evaluation

The evaluation committee will review and evaluate the offers according to the following criteria but reserves the right to grant an award based on a subjective assessment of the needs of Erie County and the ability of the contractor best suited to provide such services deemed to be in the best interests of Erie County.

The Specifications and Requirements, Contractor Qualifications and Cost portions of the offer will be evaluated based on the scoring guide below.

Evaluated Proposal Section		Weight (%)	
Specifications and Requirements		50%	
	Comprehensive EHR <ul style="list-style-type: none"> • User friendly Windows-based program that allows users to access simultaneously without delay • Integrates with Blackcreek • Customizable to current pharmacy management system • Integrates with Regional Health Information Organization 		20%
	Ability to provide and/or interface with pre-determined portable electronic Medication Administration Record and follows NYS electronic prescription guidelines		15%
	Logging, tracking, and reporting <ul style="list-style-type: none"> • Required to provide robust and customizable reporting system that can access aggregate and individualized data 		15%
Contractor Qualifications		25%	
	Client Reference Forms		5%
	Company Profile and Experience		15%
	Resumes		5%
Cost(s)		25%	
	Overall cost - Associated with delivery, migration/conversion, installation, design, development and configuration of proposed software products, including all optional features, and annual fee(s)		10%
	Vendor support cost Change order cost(s)		10%
	Training cost(s) <ul style="list-style-type: none"> • Number of training sessions included in overall cost • Duration of training support included in original proposal • Cost of additional training sessions 		5%
Total			100%

Notes: _____
