**Archive Digitization Project**  
**Evaluation Matrix**

1. Vendor years of experience in the field; experience with similar material; methods of conversion (approach to our project and equipment used); experience of personnel assigned to the project — Maximum of 30 points

*Company Years of Experience in Field:*
- 10 pts – more than 20 years
- 7 pts – 10-20 years
- 4 pts – 5-9 years

*Experience with material:*
- 10 pts – more than 20 projects completed of similar material and parameters.
- 7 pts – 10-20 projects completed of similar materials and parameters
- 4 pts – 5-9 projects completed of similar materials and parameters
- 1 pts – less than 5 projects completed of similar materials and parameters

*Experience of Personnel: (Points should be awarded based on an average – vendors number of employees may differ)*
- 10 pts — more than 10 years of experience in the field
- 7 pts — 5-10 years of experience in the field
- 4 pts — 2-4 years of experience in the field
- 1 pts — less than 2 years of experience in the field

2. Cost

Low bid being scored x number of points (use 40 points maximum as example):

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Bid Total</th>
<th>40 Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>$1,000,000</td>
<td>40.0 Points</td>
</tr>
<tr>
<td>B</td>
<td>$1,100,000</td>
<td>36.4 Points</td>
</tr>
<tr>
<td>C</td>
<td>$1,250,000</td>
<td>32.0 Points</td>
</tr>
<tr>
<td>D</td>
<td>$1,500,000</td>
<td>26.7 Points</td>
</tr>
</tbody>
</table>

For example, low Bidder A receives maximum points (40). When evaluating Bidder C, we put:

Bidder A $1,000,000  
over $1,250,000 x 40 points = 32 points for Bidder C
3. Client/Project References (10 points)
   Total Score from Client/Project Reference Evaluation Sheet  ____  \( \div \)  # of references ____ = Total Points Awarded______

4. Timeframe for completing project based on 660 hours of tape — Maximum 10 points
   10 points — project completion estimated between 0 – 3 months
   7 points — project completion estimated between 4 – 6 months
   4 points — project completion estimated between 7 – 9 months
   1 points — project completion estimated more than nine months