

# ATTACHMENT A: PROPOSAL EVALUATION FORM

All proposals will be reviewed for responsiveness and then evaluated using the criteria set out herein.

Offeror Name: \_\_\_\_\_  
Evaluator Name: \_\_\_\_\_  
Date of Review: \_\_\_\_\_  
RFP Number: 2518S068-TERMINAL MANAGEMENT SERVICES IN PRINCE RUPERT

## EVALUATION CRITERIA AND SCORING

### THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 1000

#### **5.01 Understanding of the Project—10 Percent**

**Maximum Point Value for this Section - 100 Points**

**1000 Points x 10 Percent = 100 Points**

**Proposals will be evaluated against the questions set out below.**

1) How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?

NOTES: \_\_\_\_\_  
\_\_\_\_\_

2) How well has the offeror identified pertinent issues and potential problems related to the project?

NOTES: \_\_\_\_\_  
\_\_\_\_\_

3) To what degree has the offeror demonstrated an understanding of the deliverables the state expects it to provide?

NOTES: \_\_\_\_\_  
\_\_\_\_\_

4) Has the offeror demonstrated an understanding of the state's time schedule and can meet it?

NOTES: \_\_\_\_\_  
\_\_\_\_\_

**EVALUATOR'S POINT TOTAL FOR 5.01:** \_\_\_\_\_

\_\_\_\_\_

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**5.02 Methodology Used for the Project—10 Percent**

**Maximum Point Value for this Section - 100 Points**

**1000 Points x 10 Percent = 100 Points**

**Proposals will be evaluated against the questions set out below.**

- 1) How comprehensive is the methodology and does it depict a logical approach to fulfilling the requirements of the RFP?

NOTES: \_\_\_\_\_  
\_\_\_\_\_

- 2) How well does the methodology match and achieve the objectives set out in the RFP?

NOTES: \_\_\_\_\_  
\_\_\_\_\_

**EVALUATOR'S POINT TOTAL FOR 5.02:** \_\_\_\_\_

**5.03 Management Plan for the Project—15 Percent**

**Maximum Point Value for this Section - 150 Points**

**1000 Points x 15 Percent = 150 Points**

**Proposals will be evaluated against the questions set out below.**

- 1) How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFP?

NOTES: \_\_\_\_\_  
\_\_\_\_\_

- 2) To what extent is accountability completely and clearly defined?

NOTES: \_\_\_\_\_  
\_\_\_\_\_

- 3) Is the organization of the project team clear?

NOTES: \_\_\_\_\_  
\_\_\_\_\_

- 4) How well does the management plan illustrate the lines of authority and communication?

NOTES: \_\_\_\_\_  
\_\_\_\_\_

- 5) Does it appear the offeror can meet the schedule set out in the RFP?

NOTES: \_\_\_\_\_  
\_\_\_\_\_

- 6) Has the contractor gone beyond the minimum tasks necessary to meet the objectives of the RFP?

NOTES: \_\_\_\_\_  
\_\_\_\_\_

- 7) To what extent has the offeror identified potential problems?

NOTES: \_\_\_\_\_  
\_\_\_\_\_

**EVALUATOR'S POINT TOTAL FOR 5.03:** \_\_\_\_\_

STATE OF ALASKA – REQUEST FOR PROPOSALS  
TERMINAL MANAGEMENT SERVICES IN PRINCE RUPERT, BRITISH COLUMBIA, CA

RFP: 2518S068

**5.04 Experience and Qualifications—15 Percent**

**Maximum Point Value for this Section - 150 Points**

**1000 Points x 15 Percent = 150 Points**

**Proposals will be evaluated against the questions set out below.**

**1) Questions regarding the personnel.**

a) Do the individuals assigned to the project have experience on similar projects?

NOTES: \_\_\_\_\_  
\_\_\_\_\_

b) Are the required resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?

NOTES: \_\_\_\_\_  
\_\_\_\_\_

**2) Questions regarding the firm.**

a) Has well the firm demonstrated experience in completing similar projects on time and within budget?

NOTES: \_\_\_\_\_  
\_\_\_\_\_

b) To what extent does it appear the firm has been successful at delivering similar services in the past?

NOTES: \_\_\_\_\_  
\_\_\_\_\_

c) Has the firm provided letters of reference from previous clients?

NOTES: \_\_\_\_\_  
\_\_\_\_\_

**EVALUATOR'S POINT TOTAL FOR 5.04:** \_\_\_\_\_

**EVALUATOR'S COMBINED POINT TOTAL FOR ALL EVALUATED SECTIONS:** \_\_\_\_\_