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: _____
IRFP Number: 2520H036
Project Title: INDIRECT FUNDING ANALYSIS

EVALUATION CRITERIA AND SCORING

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS **100**

SEC. 5.01 UNDERSTANDING OF THE PROJECT – 10 PERCENT

Maximum point value for this section is 10 Points

100 Points x 10% =10 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) To what degree has the offeror demonstrated an understanding of the deliverables the state expects it to provide?

NOTES: _____

_____

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

NOTES: _____

_____

Total Points Awarded for Section 5.01: _____

SEC. 5.02 METHODOLOGY USED FOR THE PROJECT – 10 PERCENT

Maximum point value for this section is 10 points

100 Points x 10%=10 Points

Proposals will be evaluated against the questions set out below:

1) How comprehensive is the methodology proposed and does it depict a logical approach to fulfilling the requirements of the IRFP to include the allocation of cost pools?

NOTES:_____

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

NOTES:_____

Total Points Awarded for Section 5.02:_____

SEC. 5.03 MANAGEMENT PLAN FOR THE PROJECT – 15 PERCENT

Maximum point value for this section is 100 points

100 Points x 15%=15 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 as required in the IRFP?

NOTES:_____

2) How well is accountability and lines of authority completely and clearly defined?

NOTES:_____

3) Is the organization of the project team clear?

NOTES:_____

4) Does it appear that the offeror can meet the schedule set out in the IRFP?

NOTES:_____

5) Has the offeror gone beyond the minimum tasks necessary to meet the objectives of the IRFP?

NOTES:_____

_____

6) To what degree is the proposal practical and feasible?

NOTES:_____

_____

Total Points Awarded for Section 5.03:_____

SEC. 5.04 EXPERIENCE AND QUALIFICATIONS 10 PERCENT

Maximum point value for this section is 15 points

100 Points x 15%=15 Points

Proposals will be evaluated against the questions set out below:

1) Questions regarding the firm:

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

NOTES:_____

_____

b) Has the firm provided contact information for at least two, but no more than four past clients?

NOTES:_____

_____

c) To what extent does the firm meet or exceed the minimum level of experience required and is the experience pertinent to this project.

NOTES:_____

_____

2) Questions regarding the personnel:

a) To what extent does the staff offered meet or exceed the minimum level of experience required and do all the individuals assigned to the project have experience on similar projects?

NOTES:_____

_____

b) Are the narratives complete and does the education and experience demonstrate backgrounds that would be desirable for individuals engaged in the type of work the project requires?

NOTES:_____

c) How extensive is the applicable education and experience of the personnel designated to work on the project?

NOTES:_____

Total Points Awarded for Section 5.04:_____