ATTACHMENT F: 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:	2523H018
Title	ADVANCED AIR MOBILITY INFRASTRUCTURE ANALYSIS

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 how they can meet it?

   NOTES:_____

   _____

EVALUATOR'S POINT TOTAL FOR 5.01: _____

5.02: Methodology used for the Project — 20 Percent

Maximum Point Value for this Section - 200 Points

1000 Points x 20 Percent = 200 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:_____

   _____

3) Does the methodology interface with the time schedule in the RFP?

   NOTES:_____

   _____

EVALUATOR'S POINT TOTAL FOR 5.02: _____

5.03: Management Plan for the Project — 20 Percent

Maximum Point Value for this Section - 200 Points

1000 Points x 20 Percent = 200 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) How well 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) To what extent does the offeror already have the hardware, software, equipment, and licenses necessary to perform the contract?

NOTES:_____

_____

6) Does it appear that the offeror can meet the schedule set out in the RFP?

NOTES:_____

_____

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

NOTES:_____

_____

8) To what extent has the offeror identified potential problems?

NOTES:_____

_____

EVALUATOR'S POINT TOTAL FOR 5.03: _____

5.04: Experience and Qualifications — 20 Percent

Maximum Point Value for this Section - 200 Points

1000 Points x 20 Percent = 200 Points

Proposals will be evaluated against the questions set out below.

1) Questions regarding the personnel:

a) To what degree does the offered Project Manager's experience relate to the scope of services as described in Section 3.01 and is that experience relevant and based on similar projects?

NOTES:_____

_____

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

NOTES:_____

_____

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

NOTES:_____

_____

2) Questions regarding the firm and subcontractor (if used):

a) To what extent does the Offeror exceed the minimum required experience as defined in Section 1.04?

NOTES:_____

_____

b) To what degree is the offeror relying on sub-contractor experience to meet the minimum required experience for the firm as described in Section 1.04?

NOTES:_____

_____

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

NOTES:_____

_____

d) How successful is the general history of the firm regarding timely and successful completion of projects?

NOTES:_____

_____

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

NOTES:_____

_____

f) If a subcontractor will perform work on the contract, how well do they measure up to the evaluation used for the offeror?

NOTES:_____

_____

EVALUATOR'S POINT TOTAL FOR 5.04: _____

SCORING SUMMARY

Section 5.01	**Understanding of the Project**	**Max Score = 100**	**_____**
Section 5.02	**Methodology used for the Project**	**Max Score = 200**	**_____**
Section 5.03	**Management Plan for the Project**	**Max Score = 200**	**_____**
Section 5.04	**Experience and Qualifications**	**Max Score = 200**	**_____**
Evaluator Total Technical Score		**Max Score = 700**	**_____**