

ATTACHMENT #4:

PROPOSAL EVALUATION COMMITTEE FORM

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

Person or Firm Name: _____

Name of Proposal Evaluation (PEC) Member: _____

Date of Review: _____

RFP Number: 2524H004

EVALUATION CRITERIA AND SCORING

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

5.04 Experience and Qualifications—25 Percent

Maximum Point Value for this Section - 250 Points

1000 Points x 25 Percent = 250 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) How well do individuals assigned to the project demonstrate their experience with electronic grant compliance monitoring programs?

NOTES: _____

c) How well do individuals assigned to the project demonstrate their experience in performing FTA Triennial reviews and in preparing transit systems for these reviews?

NOTES: _____

d) How well do individuals assigned to the project demonstrate their experience in performing FTA Management reviews and in preparing transit systems for these reviews?

NOTES: _____

e) How well do individuals assigned to the project demonstrate their experience in providing training to small or large groups?

NOTES: _____

f) How well do individuals assigned to the project demonstrate their experience in developing procedures and forms for use by sub-recipients?

NOTES: _____

g) How well do individuals assigned to the project demonstrate their experience in financial analysis?

NOTES: _____

h) How well do individuals assigned to the project demonstrate their experience in preparing sample policies?

NOTES: _____

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

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

NOTES: _____

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

NOTES: _____

c) Has the firm provided three (3) examples of similar work per Section 1.04 Prior Experience?

NOTES: _____

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

NOTES: _____

ASSIGN A SINGLE SCORE OF 1 THROUGH 10 FOR 5.04: _____

Sec. 5.05 - 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: _____

ASSIGN A SINGLE SCORE OF 1 THROUGH 10 FOR 5.05: _____

5.06 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: _____

ASSIGN A SINGLE SCORE OF 1 THROUGH 10 FOR 5.06: _____

5.07 Management Plan for the Project—10 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) 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 have the 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) Has the contractor gone beyond the minimum tasks necessary to meet the objectives of the RFP?

NOTES: _____

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

NOTES: _____

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

NOTES: _____

ASSIGN A SINGLE SCORE OF 1 THROUGH 10 FOR 5.07: _____

THIS SECTION TO BE COMPLETED BY THE PROCUREMENT OFFICER

5.08 Contract Cost — 40 PERCENT

Maximum Point Value for this Section — 400 Points

1000 Points x 40 PERCENT = 400 Points

Overall, a minimum of **40** percent of the total evaluation points will be assigned to cost.

Converting Cost to Points

The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out in **SECTION 5.03**.

EVALUATOR'S POINT TOTAL FOR 5.08: _____

EVALUATOR'S COMBINED POINT TOTAL FOR ALL EVALUATED SECTIONS: _____