

RFP EVALUATION FORM

PROJECT: Air Quality Monitoring Services

SCORING GUIDELINES:

Rater's Score: (Range 0-5) - 0=not included/non responsive; 1=Marginal Abilities, Serious Deficiencies; 2=Adequate with Minor Deficiencies; 3=Adequate, Standard-Acceptable; 4=Well Qualified; 5=Exceptionally Well Qualified.

Weighting Factor: Input using a range of 1 through 6, with 1 being of relative lower importance and 6 being relative highest importance. You may use each number (1 through 5) more than once; however, in establishing weights, the total of all the weighing factors (A – E) must equal 20. Example: 3+2+6+4+5=20 or 3+3+3+6+5=20

Weighted Score = Rater's Score multiplied by (x) Weighting Factor. Totals should be calculated for each criterion.

Total score = Sum of all weighted scores.

Firm Name	Evaluated by	Date

CRITERIA TO BE RATED		RATER'S SCORE	WEIGHTING FACTOR	WEIGHTED SCORE
A. Firm Qualifications, Experience and References	How long has the company been in business? Has the company done similar work (ports, law enforcement and operations)? Level of expertise in subject matters areas?		6	
B. Project Organization, Personnel and Staffing	Qualification and experience of proposed personnel for requested services. On-site availability of team and project manager? Locally based firm or team?		6	
C. Project Approach, Work Plan, Management and Timeline	Quality of proposed work plan to meet project requirements? Quality of project management and timeline?		4	
D. Rates, Fees and Budget Control	Competitive rates and fees proposed? Are proposed budget management, fees and staff hours proposed and clearly defined?		2	
E. Quality and Responsiveness of the Proposal	Is the proposal clear and understandable; does the proposal meet all of the RFP requirements?		2	
	Maximum points possible=100		A+B+C+D+E+F=20	Total Points=