

RFQ SELECTION EVALUATION FORM

PROJECT: INVESTMENT BANKING and UNDERWRITING 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.

Weighing 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 6) 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) Weighing Factor. Totals should be calculated for each criterion.

Total score = Sum of all weighted scores.

Firm Name	Evaluated by	Date	Senior or Co-Manager

CRITERIA TO BE RATED		RATER'S SCORE	WEIGHING FACTOR	WEIGHTED SCORE
A. Firm Qualifications, Experience and References	Has the company done similar work? Level of expertise in financings comparable to ACTA's needs.		5	
B. Personnel, and Experience of the Assigned Key Personnel	Qualification and experience of proposed personnel for requested services.		5	
C. Ability of the Firm to Address the Financing Needs of the ACTA	Has the company demonstrated an understanding of ACTA's financing needs and provided options and approaches to meet ACTA objectives?		5	
D. Proposed Costs/Fees	Competitive rates and expenses proposed?		3	
E. Clarity and Comprehensiveness of the SOQ	Is the SOQ clear, comprehensive, and understandable?		2	
			A+B+C+D+E=20	Maximum points possible = 100
Total Score				