

RFP Selection Evaluation Form

PROJECT: Financial Audit 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.

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	
CRITERIA TO BE RATED		RATER'S SCORE	WEIGHING FACTOR	WEIGHTED SCORE	
A. Firm Qualifications	How long has the company been in business? Has the company done similar work as confirmed by references?		5		
B. Project Organization & Management	Is the team organized to provide efficient, professional and quality services?		5		
C. Experience and Qualification of Proposed Personnel	Does the proposed team have qualifications and experience for requested services?		6		
D. Contract Fee Schedule	Does team have cost effective fees?		3		
E. Clarity and Comprehensiveness of the Proposal	Is the Proposal clear, comprehensive, and understandable?		1		
	Maximum points possible=100		A+B+C+D+E=20	Total Points=100	