

State RFP Evaluation

TRANSMITTAL 2

DATE: JUNE 4-5, 2012

PROJECT: STATE ADVOCACY REPRESENTATION

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 the weights, the total of all the weighing factors (A-E) must equal 20. Example: 3+2+5+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.

CRITERIA

- A. Firm Qualifications, Experience and References: How long has the company been in business? Has the company done similar work? Level of expertise in subject
- B. Project Organization, Personnel and Staffing: Qualifications and experience of proposed personnel for requested services? On-site availability of team and project
- C. Project Approach and Work Plan: Quality of proposed work plan to meet project requirements?
- D. Rates, Fees, and Budget Control: Competitive rates and fees proposed? Are proposed budget management, fees and staff hours proposed and clearly defined?
- E. Quality and Responsiveness of the Proposal: Is the proposal clear and understandable? Does the proposal meet all of the RFP requirements?

Submittal Requirements	1	2	3	4	5	6	7
Cover Transmittal Letter	X	X	X	X	X	X	X
Table of Contents	X		X	X	X	X	X
Proposal	X	X	X		X	X	X
Resumes	X	X	X	X	X	X	X
S/VSBE Form	X	X	X	X		X	X
Letter from Ins. Carrier	X	X	X		X		X
CEC Form - Bidder Contributions	X	X	X	X	X	X	X

Criteria & Weight

Rater 1		A	B	C	D	E	Total
Firm	Date	6	5	3	3	3	
Firm 1	6/5/2012	4.5	4	4	5	5	89
Firm 2	6/5/2012	4.5	4	3.5	3	4	78.5
Firm 3	6/5/2012	4	4	4.5	3	4	78.5
Firm 4	6/5/2012	4	4	3	2	5	74
Firm 5	6/5/2012	3.5	4	4	3	5	77
Firm 6	6/5/2012	3	2	0	3	3	46
Firm 7	6/5/2012	0	0	0	0	4	12

Criteria & Weight

Rater 2		A	B	C	D	E	Total
Firm	Date	6	5	3	3	3	
Firm 1	6/5/2012	5	5	4	5	5	97
Firm 2	6/5/2012	5	4	3	4	4	83
Firm 3	6/5/2012	4	4	4	3	4	77
Firm 4	6/5/2012	4	5	4	3	4	82
Firm 5	6/5/2012	3	4	4	3	4	71
Firm 6	6/5/2012	3	3	3	2	3	57
Firm 7	6/5/2012	0	1	0	0	0	5

Criteria & Weight

Rater 3		A	B	C	D	E	Total
Firm	Date	6	5	3	3	3	
Firm 1	6/5/2012	4	5	5	4	3	85
Firm 2	6/5/2012	4	4	3	2	2	65
Firm 3	6/5/2012	4	4	4	2	3	71
Firm 4	6/5/2012	4	4	3	1	2	62
Firm 5	6/5/2012	3	4	4	2	2	62
Firm 6	6/5/2012	3	4	4	2	2	62
Firm 7	6/5/2012	0	0	0	0	0	0

Criteria & Weight

Rater 4		A	B	C	D	E	Total
Firm	Date	6	5	3	3	3	
Firm 1	6/5/2012	5	5	4	4	5	94
Firm 2	6/5/2012	4	4	3	2	4	71
Firm 3	6/5/2012	4	4	5	2	4	77
Firm 4	6/5/2012	4	4	3	4	4	77
Firm 5	6/5/2012	3	3	4	3	4	66
Firm 6	6/5/2012	3	3	4	3	4	66
Firm 7	6/5/2012	0	0	0	0	0	0