

RFQ SELECTION EVALUATION FORM
 PROJECT: PERFORMANCE AUDIT AND CONSULTING SERVICES (POOL)

TRANSMITTAL 3

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 percentages to indicate relative importance. In establishing weights, perfect scores must total up to 100.

Weighted Score will be automatically computed.

Firm Name	Evaluated by	Date

Criteria To be Rated	Description	Rater's Score	Weighting Factor	Weighted Score
Firm Qualifications & Experience Re: Perf Audits	How long has the company been in business? Has the company done similar work for a port or large City? What is their level of expertise in Project Overview topics?		3	0
Project Organization, Personnel and Staffing	Qualification and experience of proposed personnel for requested services. On-site availability? Local firm or team?		5	0
Project Approach, Work Plan, Management	Quality of proposed work plan to meet project requirements? Quality of proposed project management and timeframes?		5	0
Rates, Fees and Budget Control	Competitive rates and fees proposed? Is proposed budget management plan of fees and staff hours reasonable?		4	0
Quality and Responsiveness of the SOQ	Is the SOQ clear and understandable; does it meet all of the RFQ requirements?		3	0
Standard Contract Provisions	NOT NEEDED YET			
Small Business Program	Has the level of Small Business participation been met (____%)?	YES/NO		
Administrative Requirements:	Are all required forms submitted and are they complete and accurate?	YES/NO		
Affidavit (Prime)				
Contract Description Form (Prime and subs)				
Insurance – Letter of Intent (Prime)				
	Maximum points possible (perfect score) =100		Total Points	0