

RFQ SELECTION EVALUATION FORM

PROJECT: PERFORMANCE AUDIT AND CONSULTING SERVICES

SCORING GUIDELINES:

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

Weighing Factor: A range of 1 through 6, with 1 being of relative lower importance and 6 being relative highest importance. Each number (1 through 6) may be used 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	
CRITERIA TO BE RATED		RATER'S SCORE	WEIGHING FACTOR	WEIGHTED SCORE
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 matter areas?		3	
B. Project Organization, Personnel and Staffing	Qualification and experience of proposed personnel for requested services?		5	
C. Project Approach, Work Plan, and Management	Quality of proposed work plan to meet project requirements? Quality of project management?		5	
D. Rates, Fees and Budget Control	Competitive rates and fees proposed? Are proposed budget management, fees and staff hours proposed and clearly defined?		4	
E. Clarity and Comprehensiveness of the SOQ	Is the SOQ clear, comprehensive, and understandable?		3	
Maximum points possible=100		A+B+C+D+E=20		Total Points=