

**EXHIBIT E**

**RFP SELECTION EVALUATION FORM**

**PROJECT:** Professional Financial Auditing 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.

**Weighting 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) Weighting Factor. Totals should be calculated for each criterion.

**Total score =** Sum of all weighted scores.

|                  |                     |             |
|------------------|---------------------|-------------|
| <b>Firm Name</b> | <b>Evaluated by</b> | <b>Date</b> |
|                  |                     |             |

| <b>CRITERIA TO BE RATED</b>                              |  | <b>RATER'S SCORE</b> | <b>WEIGHING FACTOR</b> | <b>WEIGHTED SCORE</b> |
|--|--|----------------------|------------------------|-----------------------|
| <b>A. Firm Qualifications, Experience and References</b> | How long has the company been in business? Has the company done similar work? Level of expertise in subject matters areas?                               |                      | <b>5</b>               |                       |
| <b>B. Project Organization, Personnel and Staffing</b>   | Qualification and experience of proposed personnel for requested services? On-site availability of team and project manager? Locally based firm or team? |                      | <b>5</b>               |                       |
| <b>C. Project Approach, Work Plan, and Management</b>    | Quality of proposed work plan to meet project requirements? Quality of project management?   |                      | <b>4</b>               |                       |
| <b>D. Rates, Fees and Budget Control</b>                 | Competitive rates and fees proposed? Are proposed fees and staff hours clearly defined?  |                      | <b>3</b>               |                       |
| <b>E. Quality and Responsiveness of the Proposal</b>     | Is the proposal clear and understandable? Does the proposal meet all of the RFP requirements?  |                      | <b>3</b>               |                       |
|  | <b>Maximum points possible=100</b>   |                      | <b>A+B+C+D+E=20</b>    | <b>Total Points=</b>  |