

TRANSMITTAL 2

EXHIBIT E

RFP SELECTION EVALUATION FORM

PROJECT: FINANCIAL AUDIT SERVICES

SCORING GUIDELINES:

Rater's Score: (Range 0-5) - 0=not included/non responsive; 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? | | 5 | |
| B. Project Organization, Personnel and Staffing | Qualification and experience of proposed personnel for requested services? On-site availability of team and project manager? Locally based firm or team? | | 5 | |
| C. Project Approach, Work Plan, Management and Timeline | Quality of proposed work plan to meet project requirements? Quality of project management and timeline? | | 4 | |
| D. Rates, Fees and Budget Control | Competitive rates and fees proposed? Are proposed budget management, fees and staff hours proposed and clearly defined? | | 3 | |
| E. Clarity and Comprehensiveness of the Proposal | Is the proposal clear, comprehensive, and understandable? | | 3 | |
| | Maximum points possible=100 | | A+B+C+D+E=20 | Total Points= |