

## PROPOSAL EVALUATION FORM

<b>PROJECT:</b>	<b>EVALUATOR:</b> <b>DEPARTMENT:</b>
<p>This form shall be used to evaluate the proposals received in response to a Request For Proposal (RFP). Please review the proposals and assign a points rating not to exceed the maximum points (rating scale) stated for each criteria.</p> <p>A brief comment may be provided to support the rating awarded for each criteria. Upon completion of the rating for all proposals received, a ranking shall be assigned in order of most qualified (1) to least qualified (# of proposals). Candidates receiving an average rating of 70 points or higher will be invited to participate in a panel interview. Candidates may be awarded up to 100 additional points based on the interview rating.</p>	

Mandatory Elements		RFP #1	RFP #2	RFP #3	RFP #4	RFP #5	RFP#6
Independent / Properly Licensed in CA	MANDATORY	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
No Conflict of Interest	MANDATORY	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
Adherence to RFP Instructions	MANDATORY	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
Letter of Transmittal	MANDATORY	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
Scope of Work	MANDATORY	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
References	MANDATORY	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
Proper Proposal Order	MANDATORY	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
Contract Exceptions?		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
<b>Additional Comments:</b>							
IF ALL ELEMENTS ARE NOT PRESENT, PROPOSAL MAY BE REJECTED							

Qualitative Evaluation	Max. Points	Vendor #1	Vendor #2	Vendor #3	Vendor #4	Vendor #5	Vendor #6	Comments
Criteria and Rating Table								
<b><i>Expertise and Experience</i></b>	<b>40</b>							
References								
Quality of professional and management personnel								
Past experience on comparable engagements								
Understanding of work to be done								
Statement on why firm is qualified								
<b><i>Scope of Work</i></b>	<b>30</b>							
Responses to all items								
Additional information								
<b><i>Allocation of Resources</i></b>	<b>30</b>							
Appropriateness of services to City requirements								
Distinguishing features, skills and/or services								
<b><i>TOTAL QUALITATIVE EVALUATION</i></b>	<b>100</b>							
<b><i>INTERVIEW, if needed</i></b>	<b>100</b>							
<b><i>Final Ranking</i></b>								