## **Administration/Professional Services Rating Sheet**

Experience - Rate the Respondent of the Request For Proposal (RFP) by awarding points up to the maximus tested for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.	Name of Evaluato	Respondent Public management Dr's Name Cynthia Northrop	xCDBG Contract No2	
Factors	listed for	each factor. Information necessary to assess the Responde	ent on these criteria may	y be gathered
1. Related Experience / Background with federally funded projects  2. Related Experience / Background with specific project type (housing rehabilitation, acquisition of property, coordination with regulatory agency, etc.)  4. Certified Administrator of TxCDBG Program by TDA 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	Experience			-
2. Related Experience / Background with specific project type (housing rehabilitation, acquisition of property, coordination with regulatory agency, etc.)  4. Certified Administrator of TxCDBG Program by TDA  5. References from current/past clients  10 /0  Subtotal, Experience  30 30  30  Work Performance Factors  1. Submits requests to client/TDA in a timely manner  2. Responds to client/TDA requests in a timely manner  3. Past client/TDA projects completed on schedule  4. Work product is consistently of high quality with low level of errors  5. Past client/TDA projects have low level of monitoring findings/concerns  6. Manages projects within budgetary constraints  5. Subtotal, Performance  6. Manages projects within budgetary constraints  5. Subtotal, Performance  6. Qualifications of Professional Administrators / Experience of Staff  2. Present and Projected Workloads  3. Quality of Proposal/Work Plan  4. Demonstrated understanding of scope of the TxCDBG Project  Subtotal, Capacity to Perform  Pactors  A = Lowest Proposal  B = Bidder's Proposal  S = ST =	100	· · · · · · · · · · · · · · · · · · ·		and the second s
(housing rehabilitation, acquisition of property, coordination with regulatory agency, etc.)  4. Certified Administrator of TxCDBG Program by TDA  5. References from current/past clients  Subtotal, Experience  Subtotal, Experience  Bactors  1. Submits requests to client/TDA in a timely manner  2. Responds to client/TDA requests in a timely manner  3. Past client/TDA projects completed on schedule  4. Work product is consistently of high quality with low level of errors  5. Past client/TDA projects have low level of monitoring  6. Manages projects within budgetary constraints  5. Subtotal, Performance  Capacity to Perform  Factors  1. Qualifications of Professional Administrators / Experience of Staff  2. Present and Projected Workloads  3. Quality of Proposal/Work Plan  4. Demonstrated understanding of scope of the TxCDBG Project  Subtotal, Capacity to Perform  Proposed Cost  Factors  A + B X 20 equals Respondent's Score  TOTAL SCORE  Experience  Work Performance  1. Quapacity to Perform  20  20  20  20  20  20  20  20  20  2	1.			
Subtotal, Experience	2.	(housing rehabilitation, acquisition of property, coordination with		5
Subtotal, Experience   30   30   30   30   30   30   30   3	4.	Certified Administrator of TxCDBG Program by TDA	5	5
Work Performance         Factors       Max.Pts.       Score         1. Submits requests to client/TDA in a timely manner       5       5         2. Responds to client/TDA requests in a timely manner       5       5         3. Past client/TDA projects completed on schedule       5       5         4. Work product is consistently of high quality with low level of errors       5       5         5. Past client/TDA projects have low level of monitoring findings/concerns       5       5         6. Manages projects within budgetary constraints       5       5         Subtotal, Performance       30       30         Capacity to Perform         Factors       Max.Pts.       Score         1. Qualifications of Professional Administrators / Experience of Staff       5       5         2. Present and Projected Workloads       5       5       5         3. Quality of Proposal/Work Plan       5       5       5         4. Demonstrated understanding of scope of the TxCDBG Project       5       5         Subtotal, Capacity to Perform       20       20         Proposed Cost         Factors       Max.Pts.       Score         B = Bidder's Proposal       \$ 32 90 0       \$ 30       30	5.	References from current/past clients	10	10
Submits requests to client/TDA in a timely manner   5   5   5   5   5   5   5   5   5		Subtotal, Experience	30	30
Factors	Work Per	· ·		
1. Submits requests to client/TDA in a timely manner  2. Responds to client/TDA requests in a timely manner  3. Past client/TDA projects completed on schedule  4. Work product is consistently of high quality with low level of errors  5. Past client/TDA projects have low level of monitoring findings/concerns  6. Manages projects within budgetary constraints  5. Subtotal, Performance  Capacity to Perform  Factors  1. Qualifications of Professional Administrators / Experience of Staff  2. Present and Projected Workloads  3. Quality of Proposal/Work Plan  4. Demonstrated understanding of scope of the TxCDBG Project  Subtotal, Capacity to Perform  Pactors  A = Lowest Proposal  B = Bidder's Proposal  \$ 32 90 0	WOIK I CI		Max.Pts.	Score
3. Past client/TDA projects completed on schedule   5	1.		5	5
4. Work product is consistently of high quality with low level of errors  5. Past client/TDA projects have low level of monitoring findings/concerns  6. Manages projects within budgetary constraints  Subtotal, Performance  Subtotal, Performance  Factors  1. Qualifications of Professional Administrators / Experience of Staff  2. Present and Projected Workloads  3. Quality of Proposal/Work Plan  4. Demonstrated understanding of scope of the TxCDBG Project  Subtotal, Capacity to Perform  Factors  A = Lowest Proposal  B = Bidder's Proposal  B = Bidder's Proposal  Subtotal, Capacity to Perform  A ÷ B x 20 equals Respondent's Score  TOTAL SCORE  Factors  Experience  Work Performance  Capacity to Perform  Capacity to Per	2.	Responds to client/TDA requests in a timely manner	5	-5
4. Work product is consistently of high quality with low level of errors  5. Past client/TDA projects have low level of monitoring findings/concerns  6. Manages projects within budgetary constraints  Subtotal, Performance  Subtotal, Performance  Factors  1. Qualifications of Professional Administrators / Experience of Staff  2. Present and Projected Workloads  3. Quality of Proposal/Work Plan  4. Demonstrated understanding of scope of the TxCDBG Project  Subtotal, Capacity to Perform  Factors  A = Lowest Proposal  B = Bidder's Proposal  B = Bidder's Proposal  Subtotal, Capacity to Perform  A ÷ B x 20 equals Respondent's Score  TOTAL SCORE  Factors  Experience  Work Performance  Capacity to Perform  Capacity to Per	3.	Past client/TDA projects completed on schedule	5	5
5. Past client/TDA projects have low level of monitoring findings/concerns 6. Manages projects within budgetary constraints  Subtotal, Performance  Subtotal, Performance  Factors  1. Qualifications of Professional Administrators / Experience of Staff 2. Present and Projected Workloads 3. Quality of Proposal/Work Plan 4. Demonstrated understanding of scope of the TxCDBG Project  Subtotal, Capacity to Perform  Pactors  A = Lowest Proposal  B = Bidder's Proposal  A ÷ B X 20 equals Respondent's Score  TOTAL SCORE  Factors  Experience  Score  Max.Pts.  Score  Max.Pts.  Score  Max.Pts.  Score  Max.Pts.  Score  Max.Pts.  Score  TOTAL SCORE  Factors  Experience  Capacity to Perform  20  20  11.7	4.	* * *	ors 5	
Subtotal, Performance   30   30   30   30   30   30   30   3	5.	Past client/TDA projects have low level of monitoring		5
Subtotal, Performance   30   30   30   30   30   30   30   3	6.	Manages projects within budgetary constraints	5	5
Factors			30	30
Factors	Capacity	to Perform		
2. Present and Projected Workloads       5         3. Quality of Proposal/Work Plan       5         4. Demonstrated understanding of scope of the TxCDBG Project       5         Subtotal, Capacity to Perform         20       20         Proposed Cost         Factors       Max.Pts.       Score         A = Lowest Proposal       \$ 37.90 0       II.2         B = Bidder's Proposal       \$ 58.725       II.2         A ÷ B X 20 equals Respondent's Score       20         TOTAL SCORE         Experience       30       30         Work Performance       30       30         Work Performance       30       30         Capacity to Perform       20       20         Proposed Cost       20       II.7			Max.Pts.	Score
3. Quality of Proposal/Work Plan 4. Demonstrated understanding of scope of the TxCDBG Project  Subtotal, Capacity to Perform  20  Proposed Cost  Factors  A = Lowest Proposal  B = Bidder's Proposal  A ÷ B X 20 equals Respondent's Score  TOTAL SCORE  Factors  Experience  Work Performance  Capacity to Perform  20  Max.Pts.  Score  Max.Pts.  Score  Max.Pts.  Score  20  TOTAL SCORE  Factors  Capacity to Perform  20  20  11.7	1.	Qualifications of Professional Administrators / Experience of Sta	aff 5	5
4. Demonstrated understanding of scope of the TxCDBG Project  Subtotal, Capacity to Perform  20  20  Proposed Cost  Factors	2.	Present and Projected Workloads	5	5
Subtotal, Capacity to Perform   20   20   20	3.	Quality of Proposal/Work Plan	5	5
Proposed Cost           Factors         Max.Pts.         Score           A = Lowest Proposal         \$ 37.900         ## 1.2           B = Bidder's Proposal         \$ 58.725         ## 1.2           A ÷ B X 20 equals Respondent's Score         20           TOTAL SCORE           Factors         Max.Pts.         Score           □ Experience         30         30           □ Work Performance         30         30           □ Capacity to Perform         20         20           □ Proposed Cost         20         11.72	4.	Demonstrated understanding of scope of the TxCDBG Project	5	-5
Factors		Subtotal, Capacity to Perform	20	20
A = Lowest Proposal   S 37 90 0	Proposed	Cost		
B = Bidder's Proposal \$ 58 725		<u>Factors</u>	Max.Pts.	<u>Score</u>
A ÷ B X 20 equals Respondent's Score       20         TOTAL SCORE         Factors       Max.Pts.       Score         □ Experience       30       30         □ Work Performance       30       30         □ Capacity to Perform       20       20         □ Proposed Cost       20       11.72		A = Lowest Proposal \$ 32 90 0		
TOTAL SCORE           Factors         Max.Pts.         Score           □ Experience         30         30           □ Work Performance         30         30           □ Capacity to Perform         20         20           □ Proposed Cost         20         11.72		B = Bidder's Proposal \$ <u>58 125</u>	11.2	
Factors         Max.Pts.         Score           □ Experience         30         30           □ Work Performance         30         30           □ Capacity to Perform         20         20           □ Proposed Cost         20         11.72		A ÷ B X 20 equals Respondent's Se	core 20	
□ Experience       30       30         □ Work Performance       30       30         □ Capacity to Perform       20       20         □ Proposed Cost       20       11.72	TOTAL S	CORE		
□ Work Performance       30       30         □ Capacity to Perform       20       20         □ Proposed Cost       20       11.72				Score
□ Capacity to Perform         20         20           □ Proposed Cost         20         11.72				30
□ Proposed Cost 20 11.7		Work Performance	30	30
		Capacity to Perform	20	20
Total Score 100		Proposed Cost	20	11.2
		Total Score	100	017

## **Administration/Professional Services Rating Sheet**

Grant Recipient Cty Of Breckennidge Name of Respondent Cycon two Ks	TxCDBG Contract No. 2025-2026 CDBG
Name of Respondent (x curt porks	Date of Rating
Evaluator's Name Cynthia Northmpp.	

<u>Experience</u> -- Rate the Respondent of the Request For Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.

Citile Hol	in past experience with the	le respondent analor by contacting past		шенерением			
Experience							
	<u>Factors</u>		Max.Pts.	Score			
1.	Related Experience / Background with federally funded projects		10	10			
2.	Related Experience / Background with specific project type (housing rehabilitation, acquisition of property, coordination with regulatory agency, etc.)		5	5			
4.	Certified Administrator of	TxCDBG Program by TDA	5	5			
5.	References from current/p	past clients	10	10			
		Subtotal, Experience	30	30			
Work Perf	<u>ormance</u> Factors		Max.Pts.	Score			
1.	Submits requests to clien	t/TDA in a timely manner	5	5			
2.	Responds to client/TDA requests in a timely manner		5				
3.	Past client/TDA projects of		5	5			
4.		ntly of high quality with low level of errors	5				
5.		nave low level of monitoring	5				
6.	Manages projects within l	oudgetary constraints	5	5			
*	,	Subtotal, Performance	30	30			
Capacity	to Perform						
	Factors		Max.Pts.	<u>Score</u>			
1.	Qualifications of Professional Administrators / Experience of Staff		5	5			
2.	Present and Projected Workloads		5	5			
3.	Quality of Proposal/Work	Plan	5	5			
4.	Demonstrated understan	ding of scope of the TxCDBG Project	5	5			
		Subtotal, Capacity to Perform	20	20			
Proposed	Cost			_			
	<u>Factors</u>	37 900	<u>Max.Pts.</u>	<u>Score</u>			
	A = Lowest Proposal	\$ 3000	110				
	B = Bidder's Proposal	\$ 32 900					
		A ÷ B X 20 equals Respondent's Score	20				
TOTAL S			Mars D4-	Sa			
_	Factors		<u>Max.Pts.</u> 30	Score			
	Experience		30				
	Work Performance			20			
	Capacity to Perform		20	20			
	Proposed Cost		20				
		Total Score	100	100			

## Administration/Professional Services Rating Sheet

Grant Recipient Of breckennage TxCDI		TxCDBG Contract No2	025-2026 CDBG				
Name of	Respondent KSBR	Date of Rating					
Evaluator	's Name Cynthia Nothrop						
Experience Rate the Respondent of the Request For Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.							
Experienc	<u>ee</u>	a					
	<u>Factors</u>	Max.Pts.	Score				
1.	Related Experience / Background with federally funded proj	ects 10	9				
2.	Related Experience / Background with specific project type (housing rehabilitation, acquisition of property, coordination regulatory agency, etc.)	5 with	4				
4.	Certified Administrator of TxCDBG Program by TDA	5	5				
5.	References from current/past clients	10	10				
	Subtotal, Experience	30	70				
Work Perf	formance						
	<u>Factors</u>	Max.Pts.	Score				
1.	Submits requests to client/TDA in a timely manner	5	5				
2.	Responds to client/TDA requests in a timely manner	5	5				
3.	Past client/TDA projects completed on schedule	5					
4.	Work product is consistently of high quality with low level of	errors 5	5				
5.	Past client/TDA projects have low level of monitoring findings/concerns	5	5				
6.	Manages projects within budgetary constraints	5	5				
	Subtotal, Performance	30	25				
Capacity 1	to Perform		- 30				
	Factors	Max.Pts.	Score				
1.	Qualifications of Professional Administrators / Experience of	Staff 5	4				
2.	Present and Projected Workloads	5	5				
3.	Quality of Proposal/Work Plan	5	5				
4.	Demonstrated understanding of scope of the TxCDBG Proje	ect 5	5				
	Subtotal, Capacity to Perform	20	19				
Proposed		Max.Pts.	Score				
	Factors A = Lowest Proposal \$ 32900	<u>iviax.Fts.</u>	<u>30016</u>				
	B = Bidder's Proposal \$ 50000	13.16					
	A ÷ B X 20 equals Respondent's						
TOTAL CO		200010 20					
TOTAL SO	Factors	Max.Pts.	Score				
	Experience	30	29				
	Work Performance	30	30				
	Capacity to Perform	20	19				
	Proposed Cost	20	12 //				
1	Total Score	100	13.16				
	Total Score	100	90 16				