Administration Professional Services Rating Sheet

Disaster Recovery Reallocation Program (DRRP)

Grant Recipient _____   Programs DRRP

Name of Respondent _____

Evaluator's Name _____   Date of Rating _____

_____

> **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. Respondents proposing to offer specific services (environmental or buyout only) will be scored only on those services.**

Experience

	Factors	Max. Pts.	Score
1.	Related Experience / Background with federally funded projects	5	
2.	Related Experience / Background with specific project type (infrastructure, acquisition of property, coordination with regulatory agency, etc.)	5	
3.	Related experience/background with specific services:		
	a. Administrative, construction management, and related acquisition	5	
	b. Environmental review	5	
	c. Buyout management (**if not applicable score '0'**)	5	
4.	References from current/past clients	5	
	Subtotal, Experience	30	

Work Performance

	Factors	Max. Pts.	Score
1.	Submits requests to client/GLO in a timely manner	5	
2.	Responds to client/GLO requests in a timely manner	5	
3.	Past client/GLO projects completed on schedule	5	
4.	Work product is consistently of high quality with low level of errors	5	
5.	Past client/GLO projects have low level of monitoring findings/concerns	5	
6.	Manages projects within budgetary constraints	5	
	Subtotal, Performance	30	

Capacity to Perform

	Factors	Max. Pts.	Score
1.	Qualifications / Experience of Staff		
	a. Administrative, construction management, and related acquisition	4	
	b. Environmental review	4	
	c. Buyout management (**if not applicable score '0'**)	4	
2.	Present and Projected Workloads	4	
3.	Demonstrated understanding of scope of the Disaster Recovery Reallocation Program Project(s), as appropriate	4	
	Subtotal, Capacity to Perform	20	

Proposed Cost

Factors	Max. Pts.	Score
Proposed cost is in line with independent estimate and compared with all cost proposals received	20	
A = Lowest Proposal $_____ A ÷ B X 20 = Respondent's Score B = Respondent's Proposal $_____	20	

TOTAL SCORE

	Factors	Max. Pts.	Score
☐	Experience	30	_____
☐	Work Performance	30	_____
☐	Capacity to Perform	20	_____
☐	Proposed Cost	20	_____
	Total Score	100	_____