Administration Professional Services Rating Sheet

Grant Recipient _____   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 CDBG-MIT Project	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	