

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

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Related Experience / Background with federally funded, CDBG projects	15	_____
2. Related Experience / Background with grant-funded comprehensive planning	15	_____
3. Related experience/background with specific services:		_____
a. Grant Administration and coordination with GLO	10	_____
b. Disaster Recovery and Mitigation Project Management	10	_____
4. References from current/past clients	5	_____
Subtotal, Experience	55	_____

Work Performance

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
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

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Qualifications / Experience of Staff		_____
a. Grant Administrative	3	_____
b. Comprehensive Planning	3	_____
2. Present and Projected Workloads	2	_____
3. Demonstrated understanding of scope of the RCP Project	2	_____
Subtotal, Capacity to Perform	10	_____

Proposed Cost

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
Proposed cost is in line with independent estimate and compared with all cost proposals received	5	_____
A = Lowest Proposal \$ _____ $A \div B \times 5 =$ Respondent's Score	5	_____
B = Respondent's Proposal \$ _____		

TOTAL SCORE

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
<input type="checkbox"/> Experience	55	_____
<input type="checkbox"/> Work Performance	30	_____
<input type="checkbox"/> Capacity to Perform	10	_____
<input type="checkbox"/> Proposed Cost	5	_____
Total Score	100	_____