EVALUATION & SCORESHEET

**Check One:** [ ]  Proposal Scoring; [ ]  Interview Scoring (attach/insert questions)

**Provide information for one of the following as applicable:**

[ ]  Formal/Informal RFP #:

[ ]  Mini Solicitation #:      (under A&E Full-Service PAs): Tier A [ ] , Tier B [ ] , Both Tiers [ ]

[ ]  Mini Solicitation #:      (other than A&E Full-Service) PA series –PA #s:       to

Project Name:

**TOTAL PROPOSAL SCORE: \_\_\_\_\_**

Consultant:

Print Evaluator Name:

# certification:

# I do not have any conflict of interest with any proposer responding to this Mini Solicitation/RFP. A conflict of interest may include any family members presently associated with a proposer, or any financial relationships with a proposer.

# I was not employed in the last 12 months by any firm (including subcontractors included in the Proposal) that submitted a Proposal for this Mini Solicitation/RFP.

# I have read and rated the proposals independently, and without interference or pressure from anyone.

# I have not had conversation or other contact with any of the proposers concerning this Mini Solicitation/RFP since it was issued.

# I have noted any potential conflicts or concerns on this form.

Evaluator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_ Number:\_\_\_\_\_\_

**Note: The comment section below each scored criteria MUST be used to justify your scores with reasons and examples/explanations regardless of the score assigned. This documentation will be maintained on file and shared with consultants as requested during debriefings.**

**[Revise the Scoring Criteria section to match criteria and maximum point scores listed in the solicitation.]**

| **SCORING CRITERIA and EVALUATOR COMMENTS** | **POINTS AWARDED** |
| --- | --- |
| **(*Max. possible score***       ***Points*)****2.3.1 PROJECT APPROACH & MANAGEMENT****Insert question/criterion here****Comments:** |  |
| **(*Max. possible score***       ***Points*)****2.3.2 PROJECT TEAM & QUALIFICATIONS****Insert question/criterion here****Comments:** |  |
| **(*Max. possible score***       ***Points*)****2.3.3 CAPACITY SUMMARY****Insert question/criterion here****Comments:** |  |
| **(*Max. possible score***       ***Points*)****2.3.4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Insert question/criterion here****Comments:** |  |
| ***(Max. possible score***      ***Points)*****2.3.5 REFERENCE CHECKS**The City or Agency may perform reference checks as a part of the scored evaluation criteria. Each reference will be scored a maximum of ten (10) points. Proposers may be asked questions regarding these five (5) criteria: responsiveness, ability to meet schedule, ability to meet budget, adequate resource allocation, and overall experience with Proposer. If after reasonable attempts, City or Agency is unable to make contact with Proposer’s reference, that reference may be deemed unresponsive and scored as zero (0).**Comments:** |  |
| **TOTAL SCORE****Enter Total Proposal Score in field provided on page 1** |  |