

SAMPLE

PROPOSAL SUBMISSION CRITERIA and EVALUATION WEIGHT

Please respond to the following questions and attach your response in the Vendor Attachment area. All proposals submitted will be evaluated, scored, and ranked by a Selection Committee

Proposers' Qualifications (%)

1. Provide a brief description of your firm
2. Provide a brief scope of services routinely provided by your firm on projects of this nature
3. Provide a brief description of your firm's capabilities on projects of similar scope.

Project Team (%)

1. Upload the resumes of the key project staff members who will be directly involved in the overall effort attached in the Vendor Attachment area. Limit each resume to one page.
2. Indicate if these team members have worked together on projects before.
3. Indicate the number of hours each team member will work on this project per week.
4. Indicate the relationship with proposed sub-consultants. Describe process to resolve issues with sub-consultants.

Relevant Experience (%)

1. Provide relevant experience of three projects similar in scope and size using the Reference form found in the Buyer Attachment area.
- or**
2. Provide relevant experience of three projects similar in scope and size which shall include the following: name of client, contact person and their current phone, brief description of service performed, date of services, and final contract amount and any other pertinent information regarding experience. The County has the option to contact any or all of your clients.

Proposed Approach (0%)

1. Describe how your firm will approach each task of the project meeting the needs and minimum requirements stated in the Scope of Work of this RFP.
2. Give a description of the methodology to be employed in completing the tasks and deliverables of this RFP.
3. Describe the communication plan.

4. Describe quality control plan. Include risks and how they will be addressed.
5. Proposers are encouraged to submit innovative ideas, new concepts, and optional features.

Project Schedule (%)

1. Indicate timeline for completion of key tasks for this service in the area. Could also include a chart in the Supplier Attachments area. *(Text Multi-Line)

Performance Guarantees (%)

1. Performance guarantees are important to the County and will become part of the awarded contract. Provide at least 3 performance guarantees.

The proposed fee will be entered in the product line items area or the service line items area

Name: **Proposed Fee (%)**

Description: . **Customize**

Example The Proposal shall include a "Not to Exceed" price of \$_____ or less for services rendered. The "Not to Exceed" Fee shall include all reimbursable travel costs, phone, project printing, etc.

Example - Payment will be made upon acceptance of _____ (the report submitted?). The County has the right to correct an incorrect invoice before paying.

The program proposal will be evaluated, scored, and ranked by a Selection Committee. Each member of the committee will be provided a score sheet to complete the proposal evaluation utilizing the point system listed below. Committee Members individually score the proposals and rank them 1st, 2nd, 3rd, etc. according to their total score. The following point system is utilized:

Excellent (5): If the proposal offer exceeds expectations, with an excellent probability of success in achieving all requirements of the RFP, and is very detailed in providing innovative ideas, new concepts or optional features applicable to the project; a score of "5" is given.

Good (4): If the proposal offers a very good probability of success, achieves all requirements of the RFP in a reasonable fashion and provides some innovative ideas, new concepts or optional features applicable to the project; a score of "4"

is given.

Acceptable (3): If the proposal offers a reasonable probability of success, but some of the requirements may not be met and does not include innovative ideas, new concepts or optional features applicable to the project; a score of “3” is given.

Poor (1-2): If the proposal falls short of expectations and has a low probability of success; a score of “1-2” is given.

Unacceptable: If the approach completely fails the requirements; a score of “0” is given.