

RFP Evaluation Form

Date: _____ **RFP Title:** Database Project

Person Completing Form: _____ **Project Manager:** Chris Krause & ORCAA DB Committee

Note: To ensure a fair process, please take a moment to consider any possible conflicts of interest. If there is an issue that may prevent you from fairly and objectively evaluating these proposals, such as an apparent conflict of interest, please discuss with the Project Manager before participating in the evaluation process.

Follow the evaluation and scoring methodology in the form below. If you have any questions, please see the Project Manager.

Evaluation Criteria	Bidder 1:	Bidder 2:
Background & Qualifications – 25 points	Score:	Score:
<ul style="list-style-type: none"> • Bidder’s expertise and skills for project tasks (10 pts) • Relevant project or work experience (10 pts) • Qualifications of project personnel (5 pts) 		
Work Plan/Project Approach – 45 points	Score:	Score:
<ul style="list-style-type: none"> • Does the proposal meet the needs outlined within Attachment A (30 pts) • Timeline and approach of project tasks (10 pts) • Organization and clarity of the proposal (5 pts) 		
Project Costs – 30 points	Score:	Score:
<ul style="list-style-type: none"> • Cost of project and specific tasks (25 pts) • Hourly rates of personnel (5 pts) 		
Other, if applicable (Background & Qualifications, relevant pjct/wk exp)	Comment:	Comment:
Sample(s) and/or descriptions of similar work/ campaigns that demonstrate bidder’s skill set for this project.		
Total – 100 points	Total:	Total: