

**Appendix C
Level 2 Review: Scoring Criteria**

PROPOSER NAME:

REVIEWER ID:

SUMMARY SCORES:

		Score (max)
I.	Proposed Project Plan	_____ (30)
II.	Qualifications & Relevant Experience	_____ (50)
III.	Budget	_____ (20)
	<u>TOTAL SCORE:</u>	_____ (100)

Note: Any notes and/or questions should be included below and on a separate piece of paper if necessary

I. PROPOSED PROJECT PLAN

30 points

RATING SCALE

A	<i>Very strong</i> agreement with criteria					
B	<i>Strong</i> agreement with criteria					
C	<i>Moderate</i> agreement with criteria					
D	<i>Some</i> agreement with criteria					
E	<i>Minimal</i> agreement with criteria					
F	<i>No agreement or no information</i> was provided					
CRITERIA	Circle One					
	A	B	C	D	E	F
1. The proposed approach to the project tasks, including explanations and rationales for any suggested modifications, demonstrates an understanding of the project purpose, scope and complexity	10	8	6	4	2	0
2. The proposed work plan reflects appropriate activities to carry out the major tasks	5	4	3	2	1	0
3. The proposed work is sequenced clearly and logically with a timeline that is appropriate and feasible	5	4	3	2	1	0
4. The proposed plan incorporates effective approach to ensuring the evaluation will be rooted in organizational values and priorities	5	4	3	2	1	0
5. The proposed plan addresses any anticipated contextual, logistical or methodological challenges and how they will be addressed or mitigated to achieve the project purpose and goals	5	4	3	2	1	0

Score: (maximum score = 30)

<u>Name of Proposer:</u>

II. QUALIFICATIONS & RELEVANT EXPERIENCE NARRATIVE, PROJECT ORGANIZATIONAL CHART, RESUMES, WORK SAMPLES 50 points

RATING SCALE

A	Proposer has <i>very strong</i> qualifications/experience in specified area					
B	Proposer has <i>strong</i> qualifications/experience in specified area					
C	Proposer has <i>moderate</i> qualifications/experience in specified area					
D	Proposer has <i>some</i> qualifications/experience in specified area					
E	Proposer has <i>minimal</i> qualifications/experience in specified area					
F	Proposer has <i>no experience or no information</i> was provided for specified area					
CRITERIA	Circle One					
	A	B	C	D	E	F
6. Narrative of knowledge, experience and current capacity to carry out the selected task's responsibilities listed in <i>Section IV. Scope of Work</i> was exceptional	5	4	3	2	1	0
7. Degree to which proposer meets desired knowledge qualifications listed in <i>Section VI. Desired Qualifications</i>	10	8	6	4	2	0
8. Degree to which proposer meets desired experience qualifications listed in <i>Section VI. Desired Qualifications</i>	10	8	6	4	2	0
9. Project team composition is sufficient to accomplish project tasks	10	8	6	4	2	0
10. Degree to which list of similar types of projects successfully concluded are comparable	5	4	3	2	1	0
11. Degree to which work samples demonstrate approach and expertise that are relevant and appropriate to the project	10	8	6	4	2	0

Score: (maximum score = 50)

Name of Proposer:

III. BUDGET NARRATIVE

20 points

RATING SCALE

A	<i>Very strong</i> agreement with criteria					
B	<i>Strong</i> agreement with criteria					
C	<i>Moderate</i> agreement with criteria					
D	<i>Some</i> agreement with criteria					
E	<i>Minimal</i> agreement with criteria					
F	<i>No agreement or no information</i> was provided					
CRITERIA	Circle One					
	A	B	C	D	E	F
12. The costs of the proposed tasks are realistic to achieve project goals	10	8	6	4	2	0
13. The rationale for proposed costs for tasks provides sufficient justification and is reasonable	10	8	6	4	2	0

Score: (maximum score = 20)

Name of Proposer: