

SAMPLE

RFP for Program Management Services Evaluation Form				
Name of Proposer:			Name of Reviewer:	
	Developer Evaluation Criteria	Total Possible Points	Points Allocated	Comments
1.	<i>Understanding of the Scope of Work. Degree to which the Proposal demonstrates an understanding of the scope of work, familiarity with the tasks requested, and presents a well-thought out approach.</i>	25 points		
2.	<i>Experience and Qualifications. The experience and qualifications of the development team as partially evidenced by the timely and successful completion of similar projects.</i>	25 points		
3.	<i>Reasonableness of Fee. The fee proposed follows the format provided in the RFP, includes a break-down as requested of labor and expenses by task, and the level of effort proposed is reasonable and consistent with the proposed approach.</i>	10 points		

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4.	<i>Creativity and Quality of Presentation. The degree to which the Proposer has demonstrated creativity and problem solving abilities in the project approach and in previous projects, and the quality of the overall presentation of the Proposal (both written and, in the interview, verbal).</i>	20 points		
5.	<i>MBE/WBE Participation. The degree to which the development team provides for minority- and women-owned business (MBE/WBE) participation and complies with equal opportunity and affirmative action requirements.</i>	10 points		
6.	<i>Quality of References. The degree to which the references are relevant to the proposal and the degree to which reference checks provide affirmation of the Proposer's competence with respect to the implementation of the project.</i>	10 points		
Total Points Possible/Allocated		100		