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| **TECHNICAL FACTORS - Phase I** |
| **# Points Maximum –** Ability to perform the services as reflected by technical training and education, general experience, specific experience in providing the required services, and the qualifications and abilities of personnel proposed to be assigned to perform the services. | Comments: | Points Awarded |
| Plan for Performing the Required Services(Please review items item #’s to review) | Comments: | Points Awarded |
| **TOTAL POINTS AWARDED**  |  |  |
| **MANAGEMENT FACTORS – Phase II** |
| **# Points Maximum –**Personnel, equipment, and facilities to perform the services currently available or demonstrated to be made available at the time of the contracting | Comments: | Points Awarded |
| **# Points Maximum –**Record of past performance of similar work | Comments: | Points Awarded |
| **# Points Maximum –**Presentation | Comments: | Points Awarded |
| **COST FACTORS – delete rows if not included in solicitation** |
| **# Points Maximum –**  | Comments: | Points Awarded |
| **PRICE FACTOR** |
| **# Points Maximum –** Budget - Formula |  | Points Awarded |
| **CUMULATIVE TOTAL POINTS AWARDED** |  | Total Points Awarded |

Name of Solicitation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator Initial/Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assigned Proposal Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EVALUATION COMMITTEE**

 **(At least five (5) members required)**

**Committee Chair Name and Title:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Committee Member Names and Titles:**

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**COMMITTEE REPORT**

**(Discussions are permittable and encouraged)**

**This evaluator document will be become a part of the summary report for purposes transparency and awarding of the contract purposes.**

Technical factors (Proposed methodology)

1. Does the offeror's proposal or qualification demonstrate a clear understanding of the scope of work and related objectives?
2. Is the offeror's proposal or qualification complete and responsive to the specific RFP or RFQ requirements?
3. Has the past performance of the offeror's proposed methodology been documented?
4. Does the offeror's proposal or qualification use innovative technology and techniques?

Cost factors (Factors must be submitted separately from other factors unless specifically approved by the Public Procurement Review Board):

1. Cost of goods to be provided or services to be performed:
	1. Relative cost: How does the cost compare to other similarly scored proposals or qualifications?
	2. Full explanation: Is the price and its component charges, fees, etc. adequately explained or documented?
2. Assurances of performance:
	1. If required, are suitable bonds, warranties or guarantees provided?
	2. Does the proposal or qualification include quality control and assurance programs?
3. Offeror's financial stability and strength: Does the offeror have sufficient financial resources to meet its obligations?

Management factors (Factors that will require the identity of the offeror to be revealed must be submitted separately from other factors):

1. Project management:
	1. How well does the proposed scheduling timeline meet the needs of the soliciting agency?
	2. Is there a project management plan?
2. History and experience in performing the work:
	1. Does the offeror document a record of reliability of timely delivery and on-time and on-budget implementation?
	2. Does the offeror demonstrate a track record of service as evidenced by on-time, on-budget, and contract compliance performance?
	3. Does the offeror document industry or program experience?
	4. Does the offeror have a record of poor business ethics?
3. Availability of personnel, facilities, equipment and other resources:
	1. To what extent does the offeror rely on in-house resources vs. contracted resources?
	2. Are the availability of in-house and contract resources documented?
4. Qualification and experience of personnel:
	1. Documentation of experience in performing similar work by employees and when appropriate, sub-contractors?
	2. Does the offeror demonstrate cultural sensitivity in hiring and training staff?