

**Government of the Virgin Islands
RFP SELECTION COMMITTEE RATING FORM**

LOCATION: TEAMS

EVALUATION FACTORS (PROFESSIONAL SERVICES) *

RESPONDENT: _____

Directions: In the spaces provided, assign numerical values to each evaluation factor.

I. QUALIFICATION (22 TOTAL POINTS)	PTS	COMMENTS
(A) FIRM BACKGROUND (3 pts: 1.5 pts each) _____ Names, address, email, and telephone numbers _____ Type of service for which individual /firm is qualified		
(B) CORPORATE DOCUMENTS 6 pts: 1 pt. each) _____ Business License or State Register for Services being advertised _____ Articles of Incorporation (For Corporations or Article of Organization for (LLC's) or Statement of Qualifications (Limited Partnerships), <i>if applicable</i> _____ Current Tradename Registration Certificate, <i>(if applicable)</i> _____ Certificate of Good Standing dated July 1, 2020 or later _____ Copy of Certificate of Resolution/Memorandum Authorizing Signatory <i>on company letterhead and signed/attested by secretary or all members</i> _____ Copy of Sam.gov registration and DUNS number		
(C) SUB-CONTRACTOR (5 pts: 2.5 pts each) _____ Listing of Sub-contractors retained for this project including phone numbers with copy of written statements of agreement from subcontractors _____ Provided the percentage of work that will be retained for each sub-contractor		
(D) STAFFING (8 pts: Personnel-3 pts; Org. Chart-1 pt.; Expertise-4pts) _____ Key Personnel _____ Organizational Chart _____ Expertise		
II. PROJECT APPROACH (37 TOTAL POINTS)	PTS	COMMENTS
(A) TECHNICAL RESPONSE (30 pts) _____ Narrative description of your approach to this project, your anticipated project schedule and any unusual aspects or problems you foresee with this project; Does the project plan address the criteria identified in the RFP Scope? Is there a project plan against which to measure progress?		
(B) QUALITY OF PROPOSAL (7 pts) _____ Did the proposal stick to the project requirements? _____ Flawless language: Is the proposal free of spelling, grammar, and other language-related flaws? _____ Client-Focused: Is the proposal customized to the agency needs? _____ Visual factor: Was the proposal well put together?		
III. EXPERIENCE (20 TOTAL POINTS)	PTS	COMMENTS
(A) RELEVANT EXPERIENCE ON SIMILAR PROJECTS (10 pts) _____ Provided a list of projects performed within the last three (3) year. Include a brief description of the work performed and cost of each project.		
(B) EXISTING PROJECTS (10 pts) _____ Indicate the number and value of active projects now being handled by your firm. Include a brief description of the project and percentage completed		
IV. COST (15 TOTAL POINTS)	PTS	COMMENTS
_____ Does the proposed price compared to the (a) planned budget and to (b) other proposals (when cost is a rating factor)?		
V. REFERENCES (6 TOTAL POINTS)	PTS	
_____ 1 st Reference (2 pt.) _____ 2 nd Reference (2 pt.) _____ 3 rd Reference (2 pt.)		
TOTAL POINTS (not to exceed 100 combined)		

RATED BY: _____

DATE: _____