

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

LOCATION: Microsoft Teams Meeting

EVALUATION FACTORS (PROFESSIONAL SERVICES) *

RESPONDENT: _____

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

I. QUALIFICATION (26 TOTAL POINTS)	PTS	COMMENTS
(A) INTRODUCTORY LETTER (1 pt.) _____ Name, address, email and telephone numbers _____ Type of service for which individual/firm is qualified		
(B) CORPORATE DOCUMENTS (14 pts: 2 pts each) _____ Business License or state register (applicable to solicitation) _____ Articles of Incorporation/Organization _____ Tradename Certificate (if applicable) _____ Certificate of Resolution/Memorandum Authorizing Signatory on <i>company letterhead and signed/attested by secretary or all members</i> _____ Certificate of Good Standing dated July 1, 2021 or later _____ DUNS & SAM.GOV registration _____ Proof of Liability Insurance Coverage		
(C) INDICATION OF OUTSIDE CONSULTANTS W/ PERCENTAGE ALLOTMENT (5 pts: 2.5 pts each) _____ Listing of Sub-contractors retained for this project including phone numbers _____ Provided the percentage of work that will be retained for each sub-contractor		
(D) STAFFING (6 pts) _____ Provide a listing of staff available for the project		
II. PROJECT APPROACH (38 TOTAL POINTS)	PTS	COMMENTS
(A) TECHNICAL RESPONSE (30 pts) _____ (1) 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) EQUIPMENT (8 pts)		
III. EXPERIENCE (26 TOTAL POINTS)	PTS	COMMENTS
(A) RELEVANT EXPERIENCE ON SIMILAR PROJECTS (13pts) _____ Provide a list of projects performed within the last three (3) years. Include a brief description of the work performed and cost of each project.		
(B) EXISTING PROJECTS (13pts) _____ Provide a list of projects performed. Include a brief description of the project and percentage completed.		
IV. COST (10 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)?		
TOTAL POINTS NOT TO EXCEED 100 COMBINED	_____	

RATED BY: _____

DATE: _____