

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

LOCATION: Microsoft Teams

EVALUATION FACTORS (PROFESSIONAL SERVICES) \*

**RESPONDENT:** \_\_\_\_\_

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

<b>I. QUALIFICATION (29 TOTAL POINTS)</b>	<b>PTS</b>	<b>COMMENTS</b>
<b>(A) INTRODUCTORY LETTER 2 pts:</b> _____ Name, address, email, and telephone numbers _____ Type of service for which individual/firm is qualified		
<b>(B) CORPORATE DOCUMENTS (14 pts: 2 pts each)</b> _____ Business License or state register (applicable to solicitation) _____ Articles of Incorporation/Organization _____ Copy of Certificate of Resolution/Memorandum Authorizing Signatory on company letterhead and signed/attested by secretary or all members _____ Certificate of Good Standing dated July 1, 2021 or later _____ Non-Collusion Affidavit _____ Appendix G Debarment Certification _____ DUNS & SAM.GOV Registration		
<b>(C) INDICATION OF SUB-CONTRACTOR WITH PERCENTAGE ALLOTMENT (7 pts: 3.5 pts each)</b> _____ Listing of Sub-contractors retained for this project including phone numbers _____ Provided the percentage of work that will be retained for each sub-contractor		
<b>(D) STAFFING (6 pts: 3 pts each)</b> _____ Provided information regarding the Principals of Firm, Key Personnel, Resumes, and staffing _____ Provided a Personnel Replacement plan		
<b>II. PROJECT APPROACH (38 TOTAL POINTS)</b>	<b>PTS</b>	<b>COMMENTS</b>
<b>(A) TECHNICAL RESPONSE 30 pts:</b> _____ 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? Was alternative strategies / risk mitigation addressed or provided?		
<b>(B) QUALITY OF PROPOSAL 8 pts</b> _____ Did the proposal stick to the project requirements? _____ 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?		
<b>III. EXPERIENCE (20 TOTAL POINTS)</b>	<b>PTS</b>	<b>COMMENTS</b>
<b>(A) RELEVANT EXPERIENCE ON SIMILAR PROJECTS 10 pts</b> _____ Provided a summary of the types of services that the respondent offers that relate to this RFP.		
<b>(B) EXISTING PROJECTS 10 pts:</b> _____ Indicate the number & value of active projects now being handled by your Firm		
<b>IV. COST (10 TOTAL POINTS)</b>	<b>PTS</b>	<b>COMMENTS</b>
_____ Does the proposed price compare to the (a) planned budget and to (b) other proposals (when cost is a rating factor)?		
<b>V. REFERENCE LETTERS (3 TOTAL POINTS)</b>	<b>PTS</b>	<b>COMMENTS</b>
_____ 1 <sup>st</sup> Reference (1 pt.) _____ 2 <sup>nd</sup> Reference (1 pt.) _____ 3 <sup>rd</sup> Reference (1 pt.)		
<b>TOTAL POINTS NOT TO EXCEED 100 COMBINED</b>		

RATED BY: \_\_\_\_\_

DATE: \_\_\_\_\_