

**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.

I. QUALIFICATION (20 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 (12 pts: 2 pts each) _____ Business License or state register (applicable to solicitation) _____ Articles of Incorporation/Organization _____ Copy of 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 _____ Non-Collusion Affidavit _____ DUNS & SAM.GOV		
(C) INDICATION OF SUB-CONTRACTOR WITH 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 2 pts: _____ Provided information regarding the Principals of Firm, Key Personnel, Resumes, and staffing		
II. PROJECT APPROACH (30 TOTAL POINTS)	PTS	COMMENTS
(A) TECHNICAL RESPONSE 25 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? Was alternative strategies / risk mitigation addressed or provided?		
_____ (B) QUALITY OF PROPOSAL 5 pts		
III. EXPERIENCE (29 TOTAL POINTS)	PTS	COMMENTS
(A) RELEVANT EXPERIENCE ON SIMILAR PROJECTS 15 pts _____ Provided a summary of the types of services that the respondent offers that relate to this RFP.		
(B) EXISTING PROJECTS 14 pts: _____ Indicate the number & value of active projects now being handled by your Firm		
IV. COST (15 TOTAL POINTS)	PTS	COMMENTS
_____ Does the proposed price compare to the (a) planned budget and to (b) other proposals (when cost is a rating factor)?		
V. REFERENCE LETTERS (6 TOTAL POINTS)	PTS	COMMENTS
_____ 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: _____