

**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 (20 TOTAL POINTS)</b>	<b>PTS</b>	<b>COMMENTS</b>
<b>(A) INTRODUCTORY LETTER 1 pt:</b> ____ Name, address, email, and telephone numbers ____ Type of service for which individual/firm is qualified		
<b>(B) CORPORATE DOCUMENTS (12 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 <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		
<b>(C) INDICATION OF SUB-CONTRACTOR WITH PERCENTAGE ALLOTMENT (5 pts: 2.5 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 2 pts:</b> ____ Provided information regarding the Principals of Firm, Key Personnel, Resumes, and staffing		
<b>II. PROJECT APPROACH (30 TOTAL POINTS)</b>	<b>PTS</b>	<b>COMMENTS</b>
<b>(A) TECHNICAL RESPONSE 25 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 5 pts</b>		
<b>III. EXPERIENCE (29 TOTAL POINTS)</b>	<b>PTS</b>	<b>COMMENTS</b>
<b>(A) RELEVANT EXPERIENCE ON SIMILAR PROJECTS 15 pts</b> ____ Provided a summary of the types of services that the respondent offers that relate to this RFP.		
<b>(B) EXISTING PROJECTS 14 pts:</b> ____ Indicate the number & value of active projects now being handled by your Firm		
<b>IV. COST (15 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 (6 TOTAL POINTS)</b>	<b>PTS</b>	<b>COMMENTS</b>
____ 1 <sup>st</sup> Reference (2 pt.) ____ 2 <sup>nd</sup> Reference (2 pt.) ____ 3 <sup>rd</sup> Reference (2 pt.)		
<b>TOTAL POINTS NOT TO EXCEED 100 COMBINED</b>		

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

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