

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

**RFP-019-C-2021(P)
Additional Emergency Territorial and Federal Roadside Clearance, St. Croix, U.S. Virgin Islands**

LOCATION: TEAMS

RESPONDENT: _____

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

I. RESPONSIVENESS	(20 TOTAL POINTS)	PTS	COMMENTS
(A) INTRODUCTORY LETTER (5 points: 2.5 points each)			
___ Included firm name, address, email and telephone number(s)			
___ Included type of service for which individual/firm is qualified			
(B) CORPORATE DOCUMENTS (6 points: 1 point each)			
___ Business License			
___ Articles of Incorporation/Organization/Tradename Registration Certificate			
___ 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>			
___ Non-Collusion Affidavit			
___ Sam.gov Registration			
(C) SUB-CONTRACTOR (5 points: 2.5 points each)			
___ Provided a listing of subcontractors for this project including phone numbers.			
___ Provided the percentage of work that will be retained for each subcontractor.			
<i>*Respondent must indicate the use or no use of subcontractors</i>			
(D) STAFFING (4 points)			
___ Provided a list of staff available for the project.			
II. PROJECT APPROACH	(40 TOTAL POINTS)	PTS	COMMENTS
(A) TECHNICAL RESPONSE (30 points)			
___ Provided narrative description of approach to the project.			
(B) QUALITY OF PROPOSAL (10 points: 2.5 points each)			
___ Compelling content: Did the proposal indicate how the work will be completed? 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's needs?			
___ Visual factor: Was the proposal well put together? Did the proposal give a WOW reaction during the review?			
III. EXPERIENCE & QUALIFICATIONS	(25 TOTAL POINTS)	PTS	COMMENTS
(A) PROJECT EXPERIENCE (20 points: 10 points each)			
___ Provided a list of projects performed in the last three (3) years, and included a brief description of the project, and cost of each project.			
___ Provided a list of projects currently being performed, and included a brief description of the project, percentage completed and estimated cost of each project.			
(B) QUALIFICATIONS (5 points)			
___ Provided an equipment listing; and provided listing is sufficient for project.			
V. REFERENCES	(9 TOTAL POINTS)	PTS	COMMENTS
___ 1 st Reference (3 points)			
___ 2 nd Reference (3 points)			
___ 3 rd Reference (3 points)			
VI. COST	(6 TOTAL POINTS)	PTS	COMMENTS
___ Does the proposed price compare to the (a) planned budget and to (b) other proposals?			
TOTAL POINTS <i>(not to exceed 100 combined)</i>			

RATED BY: _____

DATE: _____