

## RFP Proposal Document Rating Sheet

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**Vendor:** \_\_\_\_\_

**Rating Scale:** 5= Superior, 4= More Than Acceptable, 3= Acceptable, 2= Less than Acceptable, 1= Unsatisfactory

Criteria	<i>Measurement Criteria (based on information provided in RFP document)</i>	Rating	Comments
<i>Qualifications and Experience</i>	<ul style="list-style-type: none"> <li>Information provided that establishes the ability of the vendor as evidenced by demonstrated competence in the service areas the vendor is bidding on. This would include evaluating the qualifications of the project manager and other key personnel who would work with the City, description of noteworthy accomplishments, familiarity of public agencies, councils and performance management strategies.</li> </ul>		
<i>Approach</i>	<ul style="list-style-type: none"> <li>The degree to which the vendor address in detail key aspects of service delivery and how they will ensure that the City receives efficient, effective, high quality services.</li> </ul>		
<i>Proposed Scope of Services</i>	<ul style="list-style-type: none"> <li>The degree to which the vendor clearly lists and explains what services they will provide to the Council to assist with the evaluation of the Council Appointed Officers.</li> </ul>		
<i>Work Plan</i>	<ul style="list-style-type: none"> <li>The degree to which the vendor clearly states the activities they consider important to support the Council in the performance evaluation process.</li> </ul>		
<i>Proposed Schedule of Charges</i>	<ul style="list-style-type: none"> <li>The degree to which the fees and charges for the compensation analysis and procedures appear to be reasonable and competitive with the other vendor charges for the same or similar services.</li> </ul>		
<i>Overall Quality of the Presentation Materials</i>	<ul style="list-style-type: none"> <li>The degree to which the content within the presentation was accurate, complete, easy to follow, and presented a compelling business case to pursue the vendor as a finalist.</li> </ul>		
<i>Overall Rating</i>	<ul style="list-style-type: none"> <li>Overall rating of proposal based on the criteria included in this rating sheet, and evaluation of the written proposal.</li> </ul>		

**Recommend as a Finalist?** \_\_\_\_\_ **Name of Rater:** \_\_\_\_\_