



Personal Service Contract Review Board  
Form PSCRB-006  
**RFP EVALUATION FACTOR SCORING SHEET**

Using the table below, provide a list of the evaluation factors used in scoring the procurement, the total number of points available for each factor, and the number of points awarded to each respondent for each evaluation factor. The total number of points awarded to each respondent should be provided at the bottom of this table. This scoring sheet must be submitted to the Personal Service Contract Review Board with contracts that use an RFP as a procurement method. If sub-categories are utilized in addition to the required factors below, a definition of the evaluation factor(s) and an explanation for the assigned weight(s) should be provided as well.

LIST OF EVALUATION FACTORS	DEFINITION OF FACTORS	WEIGHT OF FACTOR (percentage)	EXPLANATION OF WEIGHT ASSIGNED	Respondents/Points Awarded				
<b>The plan for performing required services</b>	A detailed narrative including ideas, procedures, strategies, action plans, milestones, and timelines that will be utilized to achieve the specific outcome(s) identified in the solicitation for services.							
<b>Ability to perform the services as reflected by technical training and education, general experience, specific experience in providing the required services, and the qualifications and abilities of personnel proposed to be assigned to perform the services</b>	A detailed narrative that demonstrates the skills, expertise, means, capability, and capacity to successfully perform the services identified in the solicitation, including certifications, demonstrated proficiency, competencies, and records of past performance of proposed staff that will be assigned to perform the services.							



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<b>The personnel, equipment, and facilities to perform the services currently available or demonstrated to be made available at the time of contracting</b>	A detailed narrative that demonstrates possession of adequate machinery, apparatus, appliances, technical instruments, and facilities to perform the service identified in the solicitation. The narrative should include statements regarding the respondent's commitment and the staff's availability to perform the services identified in the solicitation within the timeframe specified in the solicitation.							
<b>A record of past performance of similar work</b>	A detailed narrative providing written evidence of successful completion of previous work that is of the same type or closely resembles the service identified in the solicitation.							



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<b>Price</b>	Documentation of and methodology for calculation or the price formula used and the assessment of fees that will be charged to complete the services identified in the solicitation. The pricing structure should conform to the specifications contained in the solicitation.							
<b>Additional (optional) factors listed by agency</b>	Definition provided by agency:							
<b>Total Points Awarded</b>		<b>100%</b>						