# Sample Evaluation Form for RFP’s/RFQ’s

*The following is intended only as an* ***example*** *of a format that may be used to evaluate professional services proposals/qualifications. UGLGs must evaluate submissions based on the identified factors listed in the RFP/RFQ. UGLGs can assign different points or percentages to the identified factors (again, which were listed in the RFP/RFQ).*

*The following sample of an evaluation matrix is for use, as appropriate, for their specific situation. Samples provided by CDBG-I should not replace advice/review from an attorney. The weights and rating values assigned should be the same as those listed in the Request for Proposals/Qualifications.*

Each rater should complete an evaluation for each firm submitting a proposal/statement of qualifications.

The highest number represents the most value for each column. WEIGHT column: *1-10 points* depending on value to the project and level of importance (assigned by rating group and must be identical on all evaluations), in each area, to the particular project. RATING column: *1-5 points*. In this column grant recipients rate the firm based on each qualification. Multiply the rating by the weight for each category and enter the total. Add all totals to establish final score for firm.

Name of Firm:

Contact Person:

Project Description:

Individual Evaluation:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Evaluation Factors (these are EXAMPLES – use the ones stated in RFQ/RFP)** | **WEIGHT 1-10** | **X** | **RATING 1-5** | **=** | **TOTAL** |
| *Specialized Experience & Competence related to CDBG* |  |  |  |  |  |
| *Past record of performance of firm with respect to such factors as accessibility to clients, quality of work, ability to meet schedules* |  |  |  |  |  |
| *Capability of carrying out all grant related activities* |  |  |  |  |  |
| *Cost comparison\** |  |  |  |  |  |
| *References* |  |  |  |  |  |
| *Met requirements for submittal* |  |  |  |  |  |

Note: \*Cost comparison is only applicable to Request for Proposals, not Requests for Qualifications.

Score Total:

Name of Reviewer:

Date: