

Attachment C – Scoring Rubric for Evaluating Proposals

1. Completeness and Quality of Proposal (5 points):

- 0 points: Proposal is incomplete and does not comply with RFP instructions.
- 1-2 points: Some deficiencies in the proposal, not professionally presented.
- 3-4 points: Mostly compliant with RFP instructions, professionally presented with minor deficiencies.
- 5 points: Fully compliant, professionally presented, and tailored to meet District needs with no evident deficiencies.

2. Project Understanding and Approach (10 points):

- 0 points: Lack of understanding of project, objectives, and deliverables.
- 1-5 points: Limited understanding, with some aspects unclear.
- 6-8 points: Good understanding demonstrated with minor gaps.
- 9-10 points: Comprehensive understanding of the project, objectives, and deliverables.

3. Scope of Services (25 points):

- 0 points: Vague or incomplete details on tasks and scope.
- 1-10 points: Basic outline of tasks, lacking logical flow.
- 11-20 points: Clear tasks outlined with a logical work plan, some integration with task partners.
- 21-25 points: Comprehensive and detailed scope, logical work plan, seamless integration with task partners.

4. Qualifications of Personnel and Partners (10 points):

- 0 points: Inadequate qualifications, experience, and resumes missing or irrelevant.
- 1-5 points: Limited qualifications and experience, some relevant resumes provided.
- 6-8 points: Good qualifications and experience, relevant resumes of key staff included.
- 9-10 points: Excellent qualifications, extensive experience, and well-documented resumes of key staff.

5. Organizational Resources (10 points):

- 0 points: Insufficient resources, capacity, and expertise demonstrated.
- 1-5 points: Limited demonstration of resources and capacity, unclear cooperation mechanism.
- 6-8 points: Adequate resources, capacity, and expertise demonstrated, with a clear cooperation mechanism.
- 9-10 points: Abundant resources, capacity, expertise, and a well-defined cooperation mechanism demonstrated.

6. Past Performance/References (5 points):

- 0 points: Negative or no relevant past performance/references.
- 1-2 points: Limited favorable past performance/references.
- 3-4 points: Mostly favorable past performance/references.

- 5 points: Excellent past performance/references with comparable governmental entities and projects.

7. Project Schedule (10 points):

- 0 points: Absence of a detailed project schedule.
- 1-5 points: Incomplete or vague project schedule with unclear milestones.
- 6-8 points: Clear project schedule with most milestones and deliverables aligned.
- 9-10 points: Comprehensive project schedule with well-defined milestones and deliverables.

8. Project Cost (25 points):

- 0 points: Unclear, incomplete, or unrealistic project costs.
- 1-10 points: Basic cost breakdown with some inaccuracies.
- 11-20 points: Clear cost breakdown and estimates, reasonable strategy for cost containment.
- 21-25 points: Detailed cost breakdown, accurate estimates, and a well-thought-out strategy for cost containment, leveraging outside resources effectively.

Total: 100 points

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