

Attachment A

Sample Proposal Evaluation Form

PROPOSAL EVALUATION FORM

DATE: _____

EVALUATOR: _____

RESPONDENT: _____

PROJECT: _____

CRITERIA	MAXIMUM POINTS	SCORE
A. Technical Approach	[30 Points]	A. _____
-Responsiveness & understanding of work to be done -Specific Experience with similar services		
B. Project Management	[20 Points]	B. _____
-Capacity to perform the scope of work and the ability to conclude in a timely manner - Quality of staff based on recent experience		
C. Familiarity and/or specific experience	[20 Points]	C. _____
- With local, state, and federal project procedures using LAPM, FTA and LTA for local agency advertised projects.		
D. Completeness of Response, References, and previous experience with ICTC	[15 Points]	D. _____
E. Price + Best Value	[15 Points]	

TOTAL SCORE: _____

Comments: