

Proposal Evaluation Form

**RFP for Professional Consultant to Develop a Comprehensive Strategy
to Address Homelessness in Oklahoma City (RFP-OCITY-071)**

PROPOSER: _____

TOTAL SCORE: _____ *(Please add your scores for evaluation criteria 1-4 below.)*

Selection Committee Member

Date

EVALUATION CRITERIA

1. Experience and Professional Qualifications

- How well does the consultant team demonstrate experience with past projects of similar scope, scale and complexity?
- Do all consultant team members have relevant experience and qualifications in their prospective roles on the project?
- How experienced is the Project Manager managing and leading a Homelessness study or strategy document?
- How knowledgeable are consultant team members about the items cited in the Scope of Work?

<input type="checkbox"/>				
1	2	3	4	5
(Poor)	(Below Average)	(Average)	(Above Average)	(Excellent)

Notes / Comments:

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2. Project Understanding, Approach and Schedule

- The Proposer demonstrates a thorough understanding of project objectives and deliverables.
- The proposed approach demonstrates customized methods that can address Oklahoma City's specific needs and accomplish the goals and outcomes articulated in the RFP and Scope of Work.
- The Project Management approach demonstrates methods of coordinating and managing an integrated team. The means of communication are clear.
- The Proposer's timeline to perform tasks and services, and the products, deliverables, and outcomes are reasonable and clearly defined.
- Schedule demonstrates reasonable time for completion of items identified in Scope of Work.

<input type="checkbox"/>				
1	2	3	4	5
(Poor)	(Below Average)	(Average)	(Above Average)	(Excellent)

Notes / Comments:

3. Record of Past Performance

- Project examples that demonstrate the Consultant team's capacity to perform the Scope of Work are of similar scope, scale and complexity.
- The contributions of consultant team members on past projects are salient to the successful fulfillment of the Scope of Services.

<input type="checkbox"/>				
1	2	3	4	5
(Poor)	(Below Average)	(Average)	(Above Average)	(Excellent)

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4. Compensation

- The Consultant's estimate of the hours to be spent on the project for each person to be involved from the Consultant team, accounting for specified tasks, responsibilities, and roles is appropriate for successfully completing the Scope of Work. Consider the Consultant's estimate of not-to-exceed billable fees for services for members of the Consultant team (should be itemized by task) and an estimate of reimbursable expenses.

<input type="checkbox"/>				
1	2	3	4	5
(Poor)	(Below Average)	(Average)	(Above Average)	(Excellent)

Notes / Comments: