

City of New Meadows Grant Administrator / Writer Request for Proposals Score Sheet

Evaluator Name: _____

Date: _____

Score the firms individually on the merits below:

Scoring Criteria	Points Available	CEDA	Kamiah Grants & Associates	Walter M Steed & Associates
Capability to Perform Project (Firm's history, area of expertise, address of office that will manage project, length of time in business, firm's legal structure, firm's commitment to provide necessary resources to perform and complete project)	10-30 Pts			
Relevant Project Experience (description of other projects executed by the firm that demonstrate relevant experience; list of all public sector clients for whom they have performed similar work in the past five years, which should include name, address and phone number of a person who can be contacted regarding the firm's performance on the project)	10-30 Pts			
Qualifications of Project Team (resume' for the key people assigned to the project including sub-consultants; key personnel roles and responsibilities on this project; identify project manager who will be responsible for the day-to-day management of project tasks and will be primary point of contact)	10-30 Pts			
Project Approach and Schedule (the tasks that must be accomplished to complete the project; how the firm proposes to execute the tasks; unique aspects of the project and alternative approaches the city might wish to consider)	10-30 Pts			
Selection Committee Interview (Optional)	10-30 Pts			
Total	130 Available			

Please complete the form above and turn into City Hall at your earliest convenience. Scores from all five committee members will be averaged together.

The next step would be to schedule an interview if the committee so chooses.