

TECHNICAL & WRITTEN RECAP PROPOSAL QUALIFICATIONS EVALUATION

Use this form to consolidate your evaluations for each vendor

BID #: HOUS-210043-GD
BID NAME: Homeowner Education Campaign
EVALUATION DUE DATE: 6/24/2021, 9:00AM - In person - Room 332
DEPARTMENT: Housing & Community Development

EVALUATOR#: 2

DATE: 6/23/2021

	FIRM NAMES	TECHNICAL QUALIFICATIONS (0-100)	WRITTEN PROPOSAL (0-100)	TOTAL POINTS
1	Three Rivers Legal Services, Inc.	100	99 ⁵⁵ 100	200 ⁵⁵ 199
2				0
3				0
4				0
5				0
6				0
7				0
8				0
9				0
10				0

WRITTEN PROPOSAL EVALUATION

Please complete one form for each submittal

Enter your Evaluator Number on Each Entry

Enter the Firm Name on Each Entry

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DEPARTMENT: Housing & Community Development

EVALUATOR NUMBER: 2

FIRM NAME: Three Rivers Legal Services, Inc.

WRITTEN PROPOSAL (100 PTS)	POINT VALUE	POINTS AWARDED	COMMENTS
A. Project Understanding/Experience	30	30	Based on written information submitted, the firm has a full understanding of the project's scope along with experienced staff to carry-out the task as stated in the RFP.
B. Project Approach	30	30	Yes, the firm has developed a workable approach to the project and went a step further by adding an additional workshop per quarter (afternoon & evening).
C. Project Manager	15	15	Yes, the firm's project manager (lead attorney) and the assistant attorney have both experience and a stable job history for comparable projects.
D. Project Team	15	15	Yes, the firm's project team along with resumes was identified in the proposal.
E. Project Schedule	5	5	Yes, the proposed schedule is reasonable based on the RFP requirements.
F. Project Organization	5	4	Yes, the proposal was organized and most of the paperwork submitted as requested. However, the Diversity & Inclusion Policy did not appear to be attached. Refer to page 43, #4.
TOTAL	100	99	

**TECHNICAL PROPOSAL
QUALIFICATIONS EVALUATION**

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TECHNICAL QUALIFICATIONS (100 PTS)	POINT VALUE	POINTS AWARDED	COMMENTS
A. Ability	55	55	The firm received a "yes" response to their professional personnel ability. Also, firm has performed acceptable similar work for the City within the past 5-10 years.
B. Capability of Meeting Time and Budget	45	45	Based on information submitted, the firm has the staff capability and financial resources to meet the time and budget requirements. Plus, the firm has included an additional workshop totaling two workshops per quarter; (committing to conducting a workshop in the afternoon and one in the evening).
TOTAL	100	100	