



RFP Evaluation Form

Date: _____

RFP Title:

Program Coordination & Best Practices
Consultant

Person Completing Form: _____

Project Manager:

Matt Sorensen

Note: To ensure a fair process, please take a moment to consider any possible conflicts of interest. If there is an issue that may prevent you from fairly and objectively evaluating these proposals, such as an apparent conflict of interest, please discuss with the Project Manager before participating in the evaluation process.

Evaluation Criteria	Bidder 1:	Bidder 2:
Qualifications & Experience – 25 points	SCORE: ___ out of 25	SCORE: ___ out of 25
<ul style="list-style-type: none"> • Experience with environmental justice and community-based projects (10 pts) • Relevant project or work experience (8 pts) • Demonstrated success in grant-funded project management (7 pts) 		
Project Approach – 30 points	SCORE: ___ out of 30	SCORE: ___ out of 30
<ul style="list-style-type: none"> • Understanding of wildfire and smoke resilience issues (10 pts) • Quality of proposed toolkit development and methodology (10 pts) • Approach to roadshow design and community engagement (5 pts) • Organization and clarity of proposal (5 pts) 		
Work Plan, Reporting, & Project Timeline – 20 points	SCORE: ___ out of 20	SCORE: ___ out of 20
<ul style="list-style-type: none"> • Realistic project timeline and milestones (10 pts) • Staff capacity and time allocation (5 pts) • Quality control and reporting processes (5 pts) 		
Costs Proposal – 25 points	SCORE: ___ out of 25	SCORE: ___ out of 25
<ul style="list-style-type: none"> • Detailed budget breakdown (10 pts) • Reasonable hourly rates (10 pts) • Overall cost effectiveness (5 pts) 		
Additional Comments	Comment	Comment
<ul style="list-style-type: none"> • Note specific strengths and weaknesses or other thoughts impacting score 		
Total – 100 points	Total: ___ out of 100	Total: ___ out of 100