

**APPENDIX E-2**  
**SCORE SHEET FOR ESSAY-TYPE QUESTIONS**

**This score sheet along with the statement of work stated in the bid solicitations will be used to evaluate understanding of the requirement.**  
**This score sheet will be used on an incremental scale.**

0 Nil	20% Significantly below expectations	45% Meets few expectations	60% Meets some expectations	70% Meets expectations Pass mark (70%)	80% Exceeds expectations	100% Greatly exceeds expectations
Not discussed.	Has very little mastery of the topic.  Addresses almost none of the major or secondary points.  Clearly demonstrates shortcomings and serious problems.	Demonstrates shortcomings in several major or secondary areas.  Observed shortcomings will have an impact on some performance aspects.	Demonstrates shortcomings in at least one major area.  The shortcomings may have an impact (even if limited) on some performance aspects.  Sometimes makes mistakes.	Demonstrates a few small shortcomings that have an impact to some degree but not in an area of great importance.  Sufficient; competent; appropriate; effective; well supported; correct; satisfactory; suitable.  Has a good mastery of the topic.	Very competent, consistent, qualified, effective, strong, meticulous, well supported.  Has a very good mastery of the topic.  All of the main and secondary points are dealt with very well using a very logical approach.	No perceived shortcoming; always high quality; outstanding; no errors; highly qualified; well-researched; well-informed; accurate; astute; exceptionally strong.  Has an outstanding mastery of the topic.

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	<p>Observed shortcomings may have a significant impact on performance.</p> <p>Very few appropriate answers.</p> <p>Generally unsatisfactory, ineffective, incorrect, insufficient, inappropriate, false, fairly elementary, inaccurate, limited, weak, superficial, poorly informed or unacceptable.</p>	<p>Not relevant to the situation; sometimes appropriate, often makes mistakes; sometimes uncertain; lacks confidence.</p> <p>Has little mastery of the topic.</p> <p>Fails to address most of the major points or omits a large number of secondary points.</p> <p>Approach not always logical.</p>	<p>Some mastery of the topic, but insufficient to deliver the service at the expected level (of quality, proficiency, etc.).</p> <p>Addresses some major points and omits some secondary points (misses some elements that are key to the delivery of service).</p>	<p>Most of the main and secondary points are dealt with well using a logical approach.</p>		<p>All of the main and secondary points are dealt with extremely well using a highly logical approach.</p>