

Evaluation Board Procedures

Each board member is to personally evaluate the technical portion of the submissions, making notes to support discussion at the formal board meeting and any follow-up consultant debriefing(s), and to assign an initial score for each criterion based on the comparison of each submission against an absolute scale rating of 0 to 100 (100 points for exceptional to 0 points for 'did not submit information'). In order for each board member to share a common understanding of the evaluation scale, the following table is to be considered:

NON RESPONSIVE	EXTREMELY POOR	VERY POOR	WEAK	JUST ACCEPTABLE	AVERAGE	SUPERIOR	EXCEPTIONAL
0 points	10 points	20 points	30 - 40 points	50 points	60 - 70 points	80 - 90 points	100 points
<ul style="list-style-type: none"> • Did not submit information which could be evaluated 	<ul style="list-style-type: none"> • Does not meet the requirement • Weaknesses can't be corrected • Proponent lacks qualifications and experience • Team proposed is not likely able to meet requirements • Sample projects not related to this project's needs • Unacceptable 	<ul style="list-style-type: none"> • Generally doesn't satisfy requirement • Generally doubtful that Weaknesses can be corrected • Serious lapses in proponent's qualifications and experience • Team missing key components and overall experience is poor • Sample projects mostly not related to this project's needs • Extremely poor, insufficient to meet performance requirements 	<ul style="list-style-type: none"> • Lacks details • Weaknesses can be corrected • Proponent generally lacks qualifications and experience • Team is weak - either missing component or overall experience is weak • Sample projects generally not related to this project's need • Little capability to meet performance requirements 	<ul style="list-style-type: none"> • Barely meets requirement • Weaknesses easy to correct • Proponent has minimum qualifications and experience • Team capable of just fulfilling requirements • Sample projects somewhat related to this project's needs • Minimum acceptable capability, should meet minimum performance 	<ul style="list-style-type: none"> • Satisfies requirement • No significant weaknesses • Proponent is qualified and experienced • Team covers all components and will likely meet requirements • Sample projects generally related to this project's needs • Average capability, should be adequate for effective results 	<ul style="list-style-type: none"> • More than satisfies requirement • No apparent weaknesses • Proponent is well qualified and experienced • Strong team - some members have previously worked together • Sample projects directly related to this project's needs • Superior capability, should ensure effective results 	<ul style="list-style-type: none"> • Exceeds requirement • No weakness • Proponent is highly qualified and experienced • Exceptional team - has worked well together before on comparable work • Took the lead in projects directly related to this project's needs • Exceptional capability, should ensure extremely effective results