

## 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:

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