

# Washington DWSRF RFP Scoring Sheet

## Notes for Evaluators

### For Professional Services

To ensure a fair and consistent evaluation of vendor presentations, consider the following criteria. Each should be scored based on how well the Proposer meets expectations, using a predefined scoring rubric below.

- Review the RFP and scoring sheet before scoring begins.
- Score independently using the scale below.
- Provide comments for any score in the notes section to justify evaluation.
- Flag discrepancies or unclear responses for group discussion.

## Scoring Template

Administrative Section	Entry
Project Name	Enter project name
Proposer Name	Enter utility or municipality
Project Number or ID	Enter assigned ID
Evaluator Name	Enter reviewer's name
Evaluation Date	MM/DD/YYYY

## Scoring Key

Rating	Definition	Max Points
Excellent	Fully meets or exceeds all requirements; outstanding response with clear value	5
Good	Meets requirements well; minor enhancements or strengths noted	4
Fair	Adequate response: meets minimum requirements but lacks detail or clarity	3
Poor	Partially meets requirements; significant gaps or weaknesses	2
Unacceptable	Does not meet requirements; response is vague, missing, or irrelevant	1
No Value	Does not address or is missing a response to the requirement(s)	0

This table is good for evaluating professional services, not construction contractors.

Category	Criteria	Max Points	Evaluator Score	Notes
Qualifications & Experience	Demonstrated experience with similar water system projects	5		
	Key personnel qualifications and certifications	5		
	Past performance and references	5		
	Quality of past work (for example adherence to timeline and budgets)	5		
Project Understanding	Understanding of the proposed scope of work, including specific tasks, deliverables, and timelines	5		
	Understanding of DWSRF program requirements	5		
	Clear understanding of project goals and objectives and how proposed solution will achieve them	5		
	Understanding of project technical requirements, including infrastructure specifications	5		
	Technical approach and innovation	5		

Approach & Methodology	Proposed project timeline and milestones align with RFP	5		
	Proposed approach to project execution aligns with best practices and project needs	5		
	Sustainability of approach	5		
Equity & Inclusion	Commitment to DBE/MBE/WBE State Office of Minority and Women's Business Enterprises (OMWBE) participation	5		
	Local hiring or small business engagement	5		
Readiness & Compliance	Availability to begin work promptly	5		
	Compliance with federal and state procurement and environmental review rules	5		
	Financial documentation that includes complete budget and fiscal capacity shown through supporting documents.	5		
Total Possible Technical Proposal Score		75		

# Oral Presentation Evaluation Scoring Sheet for Professional Services

Administrative Section	Entry
Project Name	Enter project name
Proposer Name	Enter utility or municipality
Project Number or ID	Enter assigned ID
Evaluator Name	Enter reviewer's name
Evaluation Date	MM/DD/YYYY

## Scoring Key

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No Value	Does not address or is missing a response to the requirement(s)	0

Category	Notes	Points
Proposer Background and Experience	Demonstrates relevant experience and qualifications	
	Highlights what set them apart from competitors	
Project Staffing and Organization	Roles and responsibilities are clearly defined	
	Clear plan for onboarding, troubleshooting, and ongoing assistance	
	Team is confident, knowledgeable, and professional	
Proposer's Project Work Plan	Demonstrates understanding of requirements	
	Articulates how their solution addressed specific needs	
	Addresses potential risks and mitigation strategies	
Approach to Contract Performance	Proposes solution aligned with project objectives	
	Demo is clear, relevant, and tailored to the project	
	Implementation plan is realistic and well-structured	
	Clearly outlines timelines, milestones, and resource commitments	
	Pricing explanation is clear and aligned with the RFP	
Overall Presentation Quality	Well-organized, engaging, and professional presentation	
	Stays within time limits and maintained focus	
Total Oral Presentation Score		