PROPOSAL EVALUATION FORM

Name of Reviewer__________________________________ Date of Review __________________

University/Consultant Name _________________________________________________________

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 100.

Proposals will be evaluated against the questions set out in each section.

SECTION 1: UNDERSTANDING OF THE PROJECT – 25 points

1. How well has the applicant demonstrated a thorough understanding of the purpose and scope of the project?
   EVALUATOR’S NOTES __________________________________________________________
   __________________________________________________________________________

2. To what degree has the applicant demonstrated an understanding of the deliverables the state expects it to provide?
   EVALUATOR’S NOTES _________________________________________________________
   __________________________________________________________________________

3. Has the applicant demonstrated an understanding of the history and purpose of the commercial vehicle industry, crashes, and strategies to increase safety and countermeasures?
   EVALUATOR’S NOTES _________________________________________________________
   __________________________________________________________________________

4. How well has the applicant demonstrated an understanding of the state’s time schedule and ability to meet it?
   EVALUATOR’S NOTES _________________________________________________________
   __________________________________________________________________________

EVALUATOR’S POINT TOTAL FOR THIS SECTION _____________
PROPOSAL EVALUATION FORM

SECTION 2: METHODOLOGY USED FOR THE PROJECT – 30 Points

1. How comprehensive is the methodology and does it depict a logical approach to fulfilling the requirements of the RFP?

EVALUATOR’S NOTES

2. How well does the proposed methodology address each of the tasks and deliverables identified in the Scope of Work?

EVALUATOR’S NOTES

3. How well does the proposed methodology address organizing, training, and conducting key meetings?

EVALUATOR’S NOTES

4. How well does the proposed methodology address meeting the document standards?

EVALUATOR’S NOTES

5. How well does the proposed methodology address the ability to conduct and analyze the data collected according to common past practices?

EVALUATOR’S NOTES

EVALUATOR’S POINT TOTAL FOR SECTION #2_

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**University/Consultant Name** ____________________________________________________

**SECTION 3: PROJECT MANAGEMENT – 20 Points**

1. Has the applicant clearly identified the project team members, the role of the prime contractor, and any subcontractor(s)?
   
   **EVALUATOR’S NOTES**

   ____________________________________________________________

   ____________________________________________________________

2. To what extent does the applicant have the resources necessary to successfully complete the contract, i.e., software, hardware, etc?
   
   **EVALUATOR’S NOTES**

   ____________________________________________________________

   ____________________________________________________________

3. How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFP?
   
   **EVALUATOR’S NOTES**

   ____________________________________________________________

   ____________________________________________________________

4. Is the organization of the project team clear?
   
   **EVALUATOR’S NOTES**

   ____________________________________________________________

   ____________________________________________________________

5. Has the applicant provided a list of staff who will be working on this project along with their qualifications?
   
   **EVALUATOR’S NOTES**

   ____________________________________________________________

   ____________________________________________________________

   **EVALUATOR’S POINT TOTAL FOR SECTION #3**

   _____________
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UNIVERSITY/CONSULTANT NAME _________________________________________________________

SECTION 4: EXPERIENCE AND QUALIFICATIONS – 15 points

1. Does the applicant have experience working with government agencies in analyzing crash data, driver records, understanding countermeasures and developing traffic strategies to increase safety?

EVALUATOR’S NOTES ________________________________________________________________

________________________________________________________________________________

2. Have the two examples that were provided demonstrated that the applicant has had experience on similar projects?

EVALUATOR’S NOTES ________________________________________________________________

________________________________________________________________________________

3. Are the resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the RFP requires?

EVALUATOR’S NOTES ________________________________________________________________

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EVALUATOR’S POINT TOTAL FOR SECTION #4 ______________________________

SECTION #5: CONTRACT COST – 10 Points

1. Is the budget complete and detailed?

EVALUATOR’S NOTES ________________________________________________________________

________________________________________________________________________________

2. Are the costs included in the budget directly related to completion of this project?

EVALUATOR’S NOTES ________________________________________________________________

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EVALUATOR’S POINT TOTAL FOR SECTION #5 ______________________________

TOTAL EVALUATOR’S POINTS ______________________________