

Contact: _____
Name of Firm: _____
Firm Address: _____

GRANT ADMINISTRATION RATINGS CRITERION

RFP Rating Score Sheet

Consultant's knowledge of CDBG guidelines and regulations. Years of experience

- 0 → No Experience.
- 1 → One to five years of combined experience with CDBG and other federal programs.
- 2 → Six or more years of combined experience with CDBG and other federal programs.

Capacity to complete scope of work.

- 0 → Concerns administrator does not have organizational capacity to complete scope of work
- 1 → Administrator has average organizational capacity to complete scope of work
- 2 → Administrator has exceptional organizational capacity to complete scope of work

Consultant's past performance. Check references.

- 0 → Reference information is incomplete.
- 1 → Three or less References are listed, with average recommendations
- 2 → More than three references are listed, with strong recommendations

Consultant's experience in administration of this type of project.

- 0 → Administrator has not completed a project of this type.
- 1 → Administrator has completed one to five projects of this type.
- 2 → Administrator has successfully completed six or more projects of this type.

Consultant's current workload.

- 0 → Administrator has more work than they can handle.
- 1 → Administrator has some difficulty managing their current work load.
- 2 → Administrator has demonstrated they can handle their projected work load.

Consultant's fee \$_____.

- 0 → Fees are high, services do not appear to be a good value for the dollar.
- 1 → Fee is normal, services do not appear to be a good value for the dollar.
- 2 → Fee is normal, services appear to be a good value for the dollar.

Name: _____

Date of Review: _____