

EVALUATION CRITERIA FOR ADMINISTRATIVE SERVICES CONTRACT AWARD

SCORING INSTRUMENT

Community Name: _____

Agency Being Evaluated: _____

Scoring Criteria	Possible Points	Rating
Experience in the Administration of CDBG and CHIP Programs as well as other projects and Federal Programs	20	
Professional Qualifications of the Agency, Resumes of Key Personnel, including hourly rate of staff involved, fees for CHIP Administration and Implementation.	20	
Familiarity of the Firm with the type of services to be performed	5	
Experience working with projects involving the administration and Implementation of Federal and State Funds	10	
Past Record of Performance of Contracts related to Federal or State Grants or similar services.	5	
Performance of past grants: Timeliness, Completion of work within Budget, Quality of Work	10	
Ability and Capacity of Agency to administer and implement grant following state and federal guidelines.	20	
Furnish list of CHIP Projects/Programs, CDBG Programs or other Federal, State and Local Programs which Agency has been involved.	5	
Cost: Reasonable charges	5	
TOTAL	100	

The Community has the right to interview any or all consultants and select the firm based upon the review and analysis of the qualification statements. The Community will enter into a contract with the responsible offeror whose qualifications will be most advantageous to the County and subject to negotiation and fair and reasonable compensation with responsible offerors.

Certifying Officer & Title: _____

Date: _____

NOTE: Three persons from the community need to separately review each organization, for a total of three separate evaluations per organizations.