

Proposal Score Sheet for the Organizational Design and Consulting Services RFP

Proposal: The Respondent’s comprehension of the needs of the City as demonstrated by its description of its approach to the elements listed in the Scope of Services section of this RFP. Points will be awarded for overall approach and the demonstration of understanding of the scope of the project. *NOTE: If the event the City decides to award individual services in the scope of services to different respondents, the scoring system will stay the same, but the scoring will be individualized for that specific service.*

Experience: The Respondent’s relevant experience in analysis and evaluation of similar organizational structures, including cost/benefit analysis.

Cost: The total cost of the Consultant’s proposal. The City will not necessarily select the lowest bidder.

References: Evaluation of the Consultant’s work for previous clients receiving similar services to those proposed in this RFP.

Commitment of key principals to the project: Demonstration of availability of senior-level staff or associates to be assigned to this Project to ensure depth, accountability, and diversity of perspective.

Extra Points:

M/WBE Businesses: The City of Rochester desires to encourage minority and women owned (M/WBE) businesses to participate in opportunities to enter into PSAs with the City. Additional weighting of 10% will be given to all Respondents on the list of City approved M/WBE firms.

City of Rochester location preference: The City favors contracting with firms located in the City of Rochester and a preference will be given to Consultants located in the City, through an additional weighting of 10%. Non-local firms may wish to consider partnerships or other collaborative arrangements with local firms as a strategy to address this criterion.

Respondent	Proposal	Experience	Cost/Value	References	Key Principal Commitment	SCORE	Additional Points for M/WBE	Additional Points for City of Rochester location	Total Score	Comments
	<i>35 points</i>	<i>20 points</i>	<i>20 points</i>	<i>15 points</i>	<i>10 points</i>	<i>100 points</i>	<i>10 Points</i>	<i>10 Points</i>	<i>120 Points</i>	

Scores by _____