

EXHIBIT B				
RFP 22-005 Scoring Worksheet: Grant Writing and Grant Administration Services				
Firm Name:				
	Range of possible scores per criterion	Score assigned		Comments/considerations
Company experience, staffing, and capabilities	0-30			
Unresponsive	0-4		Submittal lacks required information to evaluate the proposal or firm demonstrates no experience in grant writing or grant administration.	
Acceptable	5-10		Consultant team members have less than 5 years experience writing and administering grants. Firm has some directly related experience and has completed limited grant writing and grant administration	
Advantageous	11-20		Consultant team members have at least 5 years experience writing and administering grants. Firm has significant experience completing multiple projects that reflect the scope in RFP Section B.	
Highly advantageous	21-30		Consultant team members have experience that surpasses aforementioned standards. Highly experienced firm has completed extensive work on complex grant writing and grant administration projects. Firm has a significant track record of highly successful work demonstrating expert knowledge and skill.	
Criterion score 0				
Approach and Methodology	0-20			
Unresponsive	0-4		Submittal lacks required information to evaluate the proposal or approach and methodology are not clearly stated.	
Acceptable	5-10		Firm's approach and methodology includes a satisfactory description of a plan to perform grant writing and ARPA grant administration as well as how they will implement that plan.	
Advantageous	11 - 15		Firm's approach and methodology includes a clear and concise description of a plan to perform grant writing and ARPA grant administration as well as implementation of that plan.	
Highly advantageous	15 - 20		Firm's approach and methodology provides comprehensive planning and implementation of grant consulting services surpassing aforementioned standards .	
Criterion score 0				
Qualifications and References	0-30			
Unresponsive	0-4		Submittal lacks required information to evaluate the proposal or firm demonstrates minimal qualifications and references.	
Acceptable	5-10		Firm provided some information showing team's performance, capacity to work successfully together and depth of experience on similar assignments ; submittal includes less than 5 examples of successfully funded grants and less than 5 examples of administered grants; submittal includes 3 references	

EXHIBIT B				
RFP 22-005 Scoring Worksheet: Grant Writing and Grant Administration Services				
Firm Name:				
	Range of possible scores per criterion	Score assigned		Comments/considerations
Advantageous	11-20		Firm's narrative demonstrates team's performance, capacity to work successfully together and depth of experience on similar assignments ; submittal includes 5 examples of successfully funded grants and 5 examples of administered grants; submittal includes 3 references	
Highly advantageous	21-30		Firm's performance, capacity to work successfully together and depth of experience surpasses aforementioned standards demonstrating explemplary grant writing and grant administration services; submittal includes 3 references	
Criterion score 0				
Cost/Price	0-15			
Formula score between 0 & 5 (Score determined by formula; negative score gets 0)	0-5		Cost scores are determined by the proposal with the lowest total cost; lowest total cost gets the maximum number of cost points; remaining proposals are rated using the following formula: $[1 - (B-A)/A] \times C = \text{Final Cost Score}$ A = lowest Offeror's cost B = Offeror's cost being scored C = maximum number of cost points available	
Formula score between 6 & 10 (Score determined by formula)	6-10		Cost scores are determined by the proposal with the lowest total cost; lowest total cost gets the maximum number of cost points; remaining proposals are rated using the following formula: $[1 - (B-A)/A] \times C = \text{Final Cost Score}$ A = lowest Offeror's cost B = Offeror's cost being scored C = maximum number of cost points available	
Formula score between 11 & 14 (Score determined by formula)	11-14		Cost scores are determined by the proposal with the lowest total cost; lowest total cost gets the maximum number of cost points; remaining proposals are rated using the following formula: $[1 - (B-A)/A] \times C = \text{Final Cost Score}$ A = lowest Offeror's cost B = Offeror's cost being scored C = maximum number of cost points available	
Lowest cost proposal (Gets max points)	15		Cost scores are determined by the proposal with the lowest total cost; lowest total cost gets the maximum number of cost points; remaining proposals are rated using the following formula: $[1 - (B-A)/A] \times C = \text{Final Cost Score}$ A = lowest Offeror's cost B = Offeror's cost being scored C = maximum number of cost points available	
Criterion score 0				

EXHIBIT B				
RFP 22-005 Scoring Worksheet: Grant Writing and Grant Administration Services				
Firm Name:				
	Range of possible scores per criterion	Score assigned		Comments/considerations
Use of MBE's/WBE's	0-5			
Unresponsive	0		Submittal lacks required information to evaluate the proposal or use of DBE's/MBE's is not planned.	
Acceptable	1-2		Response includes a plan to comply with the six (6) affirmative steps outlined in 2 CFR 200.321, including requiring subconsultants to take these affirmative steps.	
Advantageous	3-4		Response includes a plan to comply with the six (6) affirmative steps outlined in 2 CFR 200.321, including requiring subconsultants to take these affirmative steps and respondent lists 1 potential MBE/WBE to contract with.	
Highly advantageous	5		Response includes a plan to comply with the six (6) affirmative steps outlined in 2 CFR 200.321, including requiring subconsultants to take these affirmative steps and respondent lists 2 or more potential MBEs/WBEs to contract with.	
Criterion score		0		
Total firm score		0		