

Attachment A - Needs Assessment Scoring Rubric

**Points** - Score each applicant based on the outlined point criteria as it relates to the RFP requirements.

**Weighting** - Established weighting will remain the same for each scoring criteria. This also allows for

**Must Have** - Must Have Criteria is completed by the reviewed based on what they believe is necessary to have project

		Example			
	SCORING CRITERIA	POINTS	WEIGHTING	TOTAL	MUST Have
30%	Vendor Overall Impression	5	15%	0.75	1
	Vendors Experience & Capacity	4	15%	0.60	2
30%	Understanding Project Goal	3	20%	0.60	2
	Ability to demonstrate detailed approach to complete project including techniques and methodology	4	10%	0.40	1
20%	Demonstrate Understanding of timeframe of project	5	10%	0.50	1
	Reasonable Project Outline Provided	4	10%	0.40	2
10%	References provided positive review	4	5%	0.20	2
	Reasonable Final Report Example Provided	5	5%	0.25	1
10%	Detailed Cost Assessment Provided	5	7%	0.35	1
	Reasonable Cost	2	3%	0.06	3
<b>100%</b>	<b>Total:</b>	41	100%	4.11	

**POINTS:**

- 5 Meets **all** of your requirements
- 4 Meets **almost all** of your requirements  
Meets **many** of your requirements, but **requires some**
- 3 **compromises**
- 2 Meets **some** of your requirements
- 1 **Does not meet** your requirements

**MUST Have:**

- 1 All Must Have Criteria Met
- 2 Must Have Criteria Partially Met
- 3 Must Have Criteria Not Met

