

Sample 1 – TxCDBG Grant Administration Rating Sheet

Grant Recipient _____ TxCDBG Application/Grant No. _____
 Name of Respondent _____ Date of Rating _____
 Evaluator's Name _____

Experience -- Rate the Respondent of the Request For Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.

Experience	<u>Max.Pts.</u>	<u>Score</u>
<u>Factors</u>		
1. Related Experience / Background with federally funded projects	10	
2. Related Experience / Background with specific project type, housing rehabilitation, acquisition of property, coordination with regulatory agency, etc)	5	
3. Certified Administrator of TxCDBG Program by TDA	5	
4. References from current/past clients	10	
Subtotal, Experience	30	
Work Performance		
<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Submits requests to client/TDA in a timely manner	5	
2. Responds to client/TDA requests in a timely manner	5	
3. Past client/TDA projects completed on schedule	5	
4. Work product is consistently of high quality with low level of errors	5	
5. Past client/TDA projects have low level of monitoring findings/concerns	5	
6. Manages projects within budgetary constraints	5	
Subtotal, Performance	30	
Capacity to Perform		
<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Qualifications of Professional Administrators / Experience of Staff	5	
2. Present and Projected Workloads	5	
3. Quality of Proposal/Work Plan	5	
4. Demonstrated understanding of scope of the TxCDBG Project	5	
Subtotal, Capacity to Perform	20	
Proposed Cost		
<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
A = Lowest Proposal \$ _____		
B = Bidder's Proposal \$ _____		
A ☐ B X 20 equals Respondent's Score	20	
TOTAL SCORE		
Total Score	100	