

Sample 2 – TxCDBG Grant Administration Rating Sheet

Grant Recipient _____

TxCDBG Application/Grant No. _____

Name of Respondent _____

Date of Rating _____

Evaluator's Name _____

Experience -- Rate the Respondent for experience in the following areas:Comments

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Federal Procurement Procedures	5	_____
2. Environmental Reviews	5	_____
3. Fair Housing/EEO	5	_____
4. Financial Management	5	_____
5. Uniform Act Acquisition/Relocation	5	_____
6. Project Construction Management	5	_____
7. Labor Standards Requirements	5	_____
8. Audit/Contract Close-out	5	_____
Subtotal, Experience	40	_____

Work Performance

<u>Factor</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 and Respondent responds to monitoring reports in a timely manner	5	_____
6. Manages projects within budgetary constraints	5	_____
Subtotal, Performance	30	_____

NOTE: Information necessary to assess the Respondent on these criteria should be gathered by contacting past/current clients.

Capacity to Perform

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Staffing Level / Experience of Staff	5	_____
2. Adequacy of Resources	5	_____
Subtotal, Capacity to Perform	10	_____

Proposed Cost

<u>Factor</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

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
☐ Experience	40	_____
☐ Work Performance	30	_____
☐ Capacity to Perform	10	_____
☐ Proposed Cost	20	_____
	_____	_____

