

Attachment A

Evaluation Criteria and Weighting

Experience with Similar Projects (Weighting – 40%)

In this section present an overview of the following:

- Facilitation and Administrative Support Services
 - Experience with working with multi-stakeholder groups
 - Experience with communicating complex technical information to non-technical parties
 - Experience with website management
 - Previous clients (past 5 years) for whom similar services have been provided

- Project Management and Coordination
 - Experience with managing/coordinating the efforts of other to complete project tasks
 - Previous clients (past 5 years) for whom similar services have been provided

Project Team (Weighting – 30%)

In this section identify the person or persons that would be involved in this effort. Include a resume for any identified individuals. Discuss the organization of the proposed team and the qualifications of the supporting staff and any other relevant information. Discuss factors such as experience or other qualities that differentiate your team from other potential candidates.

Project Approach (Weighting – 20%)

In this section discuss your team's current thinking about its approach to carrying out the overall scope of this effort.

Responsiveness of Submittal (Weighting – 10%)

Submittal was complete and concise and presentation facilitated evaluation of qualifications.