

## **MATS Michigan Infrastructure Office Technical Assistance Program**

### **Proposal Scoring Criteria**

#### ***Proposed Work Plan Criteria (50 Points)***

A detailed work plan is to be presented which lists all tasks determined to be necessary to answer the questions outlined in the project scope. The work plan shall define resources needed for each task (title and individual person-hours) and the firm's staff person completing the project task. In addition, the work plan shall include a timeline schedule depicting the sequence and duration of tasks showing how the work will be organized and executed.

The work plan shall be sufficiently detailed and clear to identify the progress milestones (i.e., when project elements, measures, and deliverables are to be completed). Additional project elements suggested by the Proposer are to be included in the work plan and identified as Proposer suggested elements.

The work plan must identify information the Proposer will need from MATS staff in order to complete the project. If it is deemed that any additional public input is needed please outline that as well. Include estimated time and resource commitment from MATS staff.

The work plan shall include any other information that the Proposer believes to be pertinent but not specifically asked for elsewhere.

Also include in the work plan all proposed steps, if any, to expedite completion of the project. This will be given due consideration during evaluation of proposals.

The work plan should include a detailed timeline of planned milestones. It is anticipated that the grant applications should take approximately 6 months to complete.

In the scoring for this section, consultants shall be evaluated on the clarity, thoroughness, and content of their responses to the above items as well as to the projects objectives.

**POINTS:** \_\_\_\_\_

***Fee Proposal Criteria (10 Points)***

Fee quotations are to include the names, title, hourly rates, overhead factors, and any other details, including hours of effort for each team member by task, and sub-task, by which the overall and project element costs have been derived. The fee quotation is to relate in detail to each item of the proposed work plan. Consultants shall be capable of justifying the details of the fee proposal relative to personnel costs, overhead, how the overhead rate is derived, material and time. The cost proposal should be realistic in showing the hours necessary to provide a quality product.

As per the Request for Proposals, compensation is based on the established MiDEAL hourly rate for services, up to a maximum of \$80,000 per project applied for.

**POINTS:** \_\_\_\_\_

***Professional Qualifications Criteria (15 Points)***

State the full name and address of your organization and, if applicable, the branch office or other subordinate element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. If as a corporation, include whether it is licensed to operate in the State of Michigan.

Include the name of executive and professional personnel by skill and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify only individuals who will do the work on this project by name and title. Resumes and qualifications are required for all proposed project personnel, including all sub consultants. Qualifications and capabilities of any sub consultants must also be included.

State history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details which make the firm uniquely qualified for this work.

**POINTS:** \_\_\_\_\_

***Past Involvement with Federal Projects (25 Points)***

The written proposal must include a list of specific experience in the project area and indicate proven ability in developing and implementing similar studies for the firm and the individuals to be involved in the project. A summary of related studies with the original deadline and cost estimate versus the actual study completion date and final cost of is required with this section. A complete list of client references must be provided for similar studies recently completed. It shall include the firm/agency name, address, telephone number, project title, and contact person.

**POINTS:** \_\_\_\_\_

**Scoring Summary:**

Proposed Work Plan Criteria (50 Points)

Fee Proposal Criteria (10 Points)

Professional Qualifications Criteria (15 Points)

Past Involvement with Federal Projects (25 Points)

**TOTAL POINTS:**\_\_\_\_\_