

PROPOSAL TABULATION

(To be used for all procurements utilizing a RFP)

As required by Federal Transit Administration Circular FTA C 4220.1F Third Party Contracting Guidance, Rev. 4, March 18, 2013, and all subsequent editions, as available on FTA's website, www.fta.dot.gov.

TRANSIT AGENCY

ITEMS BEING PROCURED		PROJECT AUTHORIZATION NUMBER
EVALUATION CRITERIA - RFP LISTED IN ORDER OF IMPORTANCE AND STATED THIS Yes	NUMBER OF EVALUATORS	PROPOSALS DUE

Each evaluator must perform an evaluation for each proposal submitted. A sample evaluation form is shown on the next page. Add the total score each evaluator has given each vendor to calculate the Total Combined Score. The recommended vendor is the vendor whose Total Combined Score and proposed price represent the Best Value to the transit agency. Retain all evaluations from each evaluator in your procurement file. Submit with Proposal Tabulation an explanation of how the recommended vendor was determined to be the Best Value.

VENDOR NAME	TOTAL COMBINED SCORE

VENDOR WHOSE PROPOSAL REPRESENTS THE BEST VALUE

TRANSIT AGENCY REPRESENTATIVE	TITLE
SIGNATURE	DATE

SAMPLE

Each evaluator must complete an evaluation for each proposal received.

EVALUATOR

VENDOR A:

EVALUATION CRITERIA (as listed in RFP)	SCORE
TOTAL POINTS	

VENDOR B:

EVALUATION CRITERIA (as listed in RFP)	SCORE
TOTAL POINTS	

VENDOR C:

EVALUATION CRITERIA (as listed in RFP)	SCORE
TOTAL POINTS	