

SCORE SHEET

The selection team will complete one consensus score sheet.
This score sheet will be used to score proposals. This is not to be used for low bid.

Guideline for percentage of work performed in Michigan

95 - 100%	5 points
80 - 94%	4 points
50 - 79%	3 points
25 - 49%	2 points
10 - 24%	1 point
Less than 10%	0 points

MDOT PROJECT MANAGER	REQ NUMBER	JOB NUMBER	DESCRIPTION (If no JN/CS)
----------------------	------------	------------	---------------------------

CROSSED OUT = NOT REQUIRED

**** = OPTIONAL**

ALL OTHER SPACES REQUIRED

******ALL VENDORS MUST BE SCORED******

SELECTION CRITERIA	VENDOR NAME: Vendor does not appear to have any conflicts of interest concerning this service. Vendor has met DBE goal or has approved waiver if DBE goal was assigned.	TIER II		TIER III	
		TOTAL POSSIBLE	SCORE	TOTAL POSSIBLE	SCORE
*Understanding of Service: Describe understanding of the service, innovations, and/or safety program intended to be proposed. This information is to be based on the scope of services.	COMMENTS	**	**	**	**
		35		35	
Qualifications of Team: Provide organization chart, if required. Describe the structure of the project team including the roles of all key personnel and sub vendors. For each sub vendor, describe role in service and include what percent of the named role that the sub vendor is expected to provide. Provide resumes for each of the key staff of the prime and sub vendors stated above.	COMMENTS				
		50		50	
Past Performance: The Average Project Score must be obtained from CTRAK for each submitting prime vendor, for the past three years, and the number doubled. Perform reference checks when no scores are listed in CTRAK.	COMMENTS				
		20		20	
*Quality Assurance/Quality Control Process: Outline plan for this service including background information of selected manager for this service. Person performing the quality control review must have extensive experience with MDOT standards and practices.	COMMENTS			**	**
				10	
Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity. The combination of location and percentage of work performed in Michigan should not exceed 5 points. (See guideline for scoring above).	COMMENTS			**	**
		5		5	
	Minimum/Maximum Subtotal prior to Presentation (If required)	75/110		75/120	
*Presentation: General evaluation of quality of presentation and technical proposal.	COMMENTS				**
				20	
	Minimum/Maximum Grand Total Following Presentation	75/110		95/140	

SELECTION TEAM MEMBER NAME	DYNAMIC STAMP	SELECTION TEAM MEMBER NAME	DYNAMIC STAMP