

**Parkrose School District
Request For Proposal (RFP) Scoring Process
November 5, 2012**

Criteria for scoring based on:

- Pricing
- Qualifications
- Previous Experience
- The Proposal-How the respondent has responded to the RFP

Points Assigned to Scoring

- Points are assigned based on criteria of the project
 - We give different weighting of score points to criteria based on each project's specifications and purpose
- Points add to 100 total

Scoring and Selection Committee chosen based on:

- Expertise
- Experience
- Interest (direct)
- Non Biased
- No Conflict of interest

RFP Development

- Designed and crafted by the Business Department (By Board policy)
- Advertised in the Oregonian (By Board Policy) and Daily Journal of Commerce
- People respond to the RFP in writing and on time
- Reviewed for completeness and timeliness – accepted or rejected
- Committee meeting scheduled to review and score/rate RFP
- Selection Committee scores all RFPs that have been accepted independently
- Committee members are provided a score sheet with explanation similar to a scoring rubric. This is discussed before scoring takes place.
- Committee comes together to compare scores and has an in depth discussion. Scores are placed on a screen seen by all and totaled in Excel. Everyone reviews all of the scores.
- Ask clarifying questions
- Given an opportunity to keep or change scores based on discussion
- ***Winning proposal is the one that is preferred by the greatest number of scorers under the weighting system.***
- Recommendation of "Notice of Award" (If not, could go back to RFP process again)
- Interviews of finalists may follow
- No guaranteed minimum or maximum interviewed-scores come together and the finalists are obvious
- Selection made public
- Scores made public (scorers remain anonymous)
- Unsuccessful applicants may request a one on one meeting to discuss the final results

EXAMPLE:

RFP for Bond Projects Architectural Firm– 20 applicants, 5 interviews, 2 visits. The finalist was chosen by discussion.