

LAW ENFORCEMENT STRATEGIC PLANNING PROPOSAL

EVALUATION FORM

EVALUATION FACTORS

The City Selection Team will evaluate the proposals based on the factors outlined below, which shall be applied to all eligible, responsive proposals in selecting the successful submitter. The City Team reserves the right to disqualify any proposal for, but not limited to; person or persons it deems as non-responsive and/or non-responsible; a failure to respond to each section; or whose experience does not describe the competencies required. The City Team reserves the right to make such investigations into the qualifications of the proposer as it deems appropriate.

Award of any project may be made without discussion with proposers after responses are received. The City reserves the right to cease contract negotiations if it is determined that the Proposer cannot perform services specified in their response. Proposals will be evaluated on the following factors:

1. Quality of Proposal (20%- 20 Points Possible)

- This criterion will evaluate the understanding of the overall project.
- Proposer's responsiveness to the proposal requirements and guidelines.

2. Technical Capabilities and Specialized Knowledge (30%- 30 Points Possible)

- This criterion involves an evaluation of the technical capabilities and specialized knowledge needed to successfully perform the specified Scope of Services, and a review of the proposing firm's demonstrated previous ability to deliver the work required in a timely and proficient manner.
- Knowledge of public safety principals, policies, funding mechanisms, and tools that will aid in the implementation of the plan (federal, regional, municipal, and other).
- Expertise in performing outreach in coordination with stakeholder groups.
- The consultant's past plan descriptions and references submitted in the proposal.
- Expertise in preparing high quality graphic visual representations of proposed improvements.

3. Professional Qualifications, Knowledge, and Experience (40%- 40 Points Possible)

- This criterion involves an evaluation of the qualifications, knowledge, and experience of the Project Manager and professional staff assigned to this project. It will involve a review of the background, experience, performance records, competence, and integrity of the firm, as well as an assessment of the qualifications of the project team who will be responsible for the performance of the Scope of Services. The overall team capacity, balance, and organization will also be evaluated. This factor will also include an assessment of the availability and ability of the firm (including the Project Manager and key personnel) to perform the Scope of Services in a timely manner. The Proposer's stated ability to become familiar with codes, regulations, and protocols of the City will also be considered.

4. Costs (10%- 10 Points Possible)

- This criterion will be evaluated based upon the total submitted budget and the effectiveness of incorporating all factors relevant to the creation of the Strategic Plan including anticipated expenditures for proposed public meetings and presentations, meetings with city officials and stakeholders, preparation of the Strategic Plan, and any other expenses.

Summary of Evaluative Points and Scoring

Category	% Overall Score	Maximum Points Possible
Quality of Proposal	20%	20 points
Technical Capabilities and Knowledge	30%	30 Points
Professional Qualifications	40%	40 Points
Costs	10%	10 Points

Evaluation Form

Evaluator Name: _____

Date: _____

Team: Matrix	Points Possible	Points Provided
Quality of Proposal	20	
Technical Capabilities and Knowledge	30	
Professional Qualification	40	
Cost	10	
Total Points	100	

Team: CPSM	Points Possible	Points Provided
Quality of Proposal	20	
Technical Capabilities and Knowledge	30	
Professional Qualification	40	
Cost	10	
Total Points	100	