

**SAMPLE STANDARD SCORING SHEET**

For Technical Services Contracts total scoring is comprised of a combination of cost and non-cost factors which total 100 points. This is most typically made up of 50 possible points for the cost section and 50 possible points for the non-cost section. Cost and non-cost items can be broken out into different categories. An example might look like the following:

<b>Total Cost</b>	<b>50 points possible</b>
Firms Experience and Qualifications	10 points possible
Proposed Project Team	10 points possible
Proposed Project Methodology/Approach	10 points possible
Ability to meet project goals and deadlines	10 points possible
Acceptance of District contract terms & conditions, and Contractor's Safe Practices Handbook	5 points possible
References/Financial Capacity (where required)	5 points possible

Interviews would be conducted and scored separately.

For Professional Services Contracts selection is based on specified selection criteria and proposals would be scored in a similar method without the inclusion of a cost factor. Once a ranking of firms has been completed, pricing information would be evaluated/negotiated and a firm would then be recommended for award.