



NOTES:

1. Insert total score from each evaluator's ORAL INTERVIEW/ COST PROPOSALS/EVALUATION FORMS. (Note that the use of the Matrix for the PREQUALIFICATION SUBMITTAL EVALUATION does not consider cost proposals only qualifications). DO NOT combine the scores of the two evaluation forms.
2. Add all evaluators' total scores and divide by the number of evaluators to determine the average score for each team's qualifications.
3. The highest score for qualifications on the evaluation form is to receive 70 points and the other team scores are to be determined as a percentage of the 70 points. To score each average qualification score, use the example formula.

Assume the highest score is 700.

SCORING OF QUALIFICATIONS

$$\text{FIRM B: } \frac{700}{700} \times 70 \text{ points} = 70 \text{ points}$$

$$\text{FIRM C: } \frac{600}{700} \times 70 \text{ points} = 60 \text{ points}$$

$$\text{FIRM A: } \frac{500}{700} \times 70 \text{ points} = 50 \text{ points}$$

4. Determine score for each team's sealed cost proposal with the lowest cost being equivalent to a score of 30 points. To score each cost, use the example formula.

Assume the lowest cost was \$100,000.

SCORING OF COSTS

$$\text{FIRM A: } \frac{\$100,000}{\$100,000} \times 30 \text{ points} = 30 \text{ points}$$

$$\text{FIRM B: } \frac{\$100,000}{\$125,000} \times 30 \text{ points} = 24 \text{ points}$$

$$\text{FIRM C: } \frac{\$100,000}{\$150,000} \times 30 \text{ points} = 20 \text{ points}$$

5. Add the average qualification score to the cost score to determine cumulative qualifications and cost score.
6. Numerically rank all teams with the highest scoring team being the most qualified.