



# PROPOSAL SCORING SHEET

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**PROJECT:**  
**BIDDER:**  
**SCORER'S NAME:**

## 1. CATEGORY: Understanding the Problem

Primary measures:

*Understanding of the work to be performed and all its associated tasks.*

Scoring Criteria:

90 to 100 points	Applicant's proposal demonstrates a clear and detailed understanding of all aspects of the work to be performed.
70 to 89 points	Applicant's proposal demonstrates a good understanding of the work to be performed.
50 to 69 points	Applicant's proposal demonstrates only a general understanding of the work to be performed.
0 to 49 points	Applicant's proposal demonstrates a lack of understanding of significant aspects of the work to be performed.

**SCORE:** \_\_\_\_\_

**NARRATIVE COMMENTS:**



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### 2. CATEGORY: Approach to Solving the Problem

Primary measure:

*Completeness and reliability of the indicated procedures/techniques to perform and manage the stated work.*

*Inclusion and adequacy of alternate methods and materials.*

Scoring Criteria:

90 to 100 points	Approach selected utilizes techniques and procedures that will produce complete and reliable results and contains alternative methods and materials that will produce improved results.
70 to 89 points	Approach selected utilizes techniques and procedures that will provide an acceptable level of completeness in a reasonable reliable manner.
50 to 69 points	Approach selected utilizes techniques and procedures for which the level of completeness and/or the level of reliability is uncertain.
0 to 49 points	Approach selected utilizes techniques and procedures for which the level of completeness and/or the level of reliability is suspect.

**SCORE:** \_\_\_\_\_

**NARRATIVE COMMENTS:**



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### 3. CATEGORY: Probability of Success

#### Primary measures:

##### *Completion of all tasks on time*

- detailed and logical work plan with major tasks and key milestones for technical and logistical factors indicated*
- reasonableness of project schedule*

##### *Anticipation of setbacks*

#### Scoring Criteria:

90 to 100 points	Proposal contains sufficient planning and detail to demonstrate that all tasks can be successfully accomplished within the time frame allocated; and adequately anticipates minor setbacks.
70 to 89 points	Proposal contains sufficient planning and detail to demonstrate that all tasks can be successfully accomplished within the time frame allocated; but does not allow for minor setbacks.
50 to 69 points	Proposal does not contain sufficient planning or detail to demonstrate that all tasks can be successfully accomplished within the time frame allocated.
0 to 49 points	Proposal does not contain sufficient planning or detail to demonstrate that all tasks can be successfully accomplished.

**SCORE:** \_\_\_\_\_

**NARRATIVE COMMENTS:**



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### 4. CATEGORY: Qualifications and Experience of Key Personnel

#### Primary measures:

*Principal investigator's and key personnel's academic and professional credentials in a relevant field of research (as demonstrated by their level of academic and professional achievement/honors).*

*Past experience of principal investigator or key personnel in conducting similar research.*

#### Scoring Criteria:

90 to 100 points	Both the institution and the principal investigator are renown for their expertise in the field of the work to be performed. Principal investigator or key personnel have extensive (5 or more years) work experience in performing related work.
70 to 89 points	Primary investigator or key personnel are renown for their expertise in a field of study directly related to the work to be performed. Principal investigator or key personnel have 2 to 5 years past experience in performing related work.
50 to 69 points	Principal investigator or key personnel hold at minimum a masters degree in a field of study directly related to work to be performed and have published at least one technical paper in a related field of work. Principal investigator or key personnel have less than 2 years past experience in performing related work.
0 to 49 points	Principal investigator or key personnel hold academic degrees in a related field. Principal investigator and key personnel have no past experience in the performing related work. Personnel may have past research experience in unrelated areas of study.

**SCORE:** \_\_\_\_\_

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### 5. CATEGORY: Quality of Facilities to Perform the Work

Primary measures:

*Adequacy of facilities*

*Availability of facilities*

Scoring Criteria:

90 to 100 points	Current facilities are well-suited for the work to be performed. Facilities are fully available to the research team as a dedicated facility for the period required to accomplish the work.
70 to 89 points	Current facilities are adequate for the work to be performed. Facilities are available to the research team on a shared basis; but will have top priority for the time required to accomplish the work.
50 to 69 points	Current facilities require minor modifications but will not delay work. Facilities are available to the research team on a dedicated or priority basis for the time required to complete the work.
0 to 49 points	Current facilities require modifications and the start/completion of the work is likely to be impacted. Facilities are accessible to the research team on an "as-available" basis without priority for first use.

**SCORE:** \_\_\_\_\_

**NARRATIVE COMMENTS:**