

**Qualitative Proposal Scoring: Qualitative Evaluation Worksheet**

**BID EVALUATOR :**

**Part 2- Qualifications Evaluation Scoresheet For Task 0: Replace this Text with Bidder's Name.**

	Bidder Checklist Items	Checklist Weight	Raw Rating Score	Weighted Score
<b>Business Structure and Business Approach</b>				
1	Company Information for Bidder and its affiliates	6		
	Supporting information showing Business Structure (Company Literature, etc.)	1		
	Supporting information showing Nature of Services Provided (for BIDDER and its affiliates)	1		
	Supporting information describing Business Concepts and Business approach to be used in performing, meeting and achieving objectives of this solicitation	1		
	A copy of Articles of Incorporation and By-Laws, or other applicable forms concerning business organization (for BIDDER and affiliates)	2		
<b>Experience and Qualification</b>				
2	Supporting information showing extensive and reliable experience in Petroleum Inspection and Testing. Information should include, at least, the following: • Successful completion or on-going contracts for Petroleum Inspection and Testing, within the last five (5) years.	30		
	• Provide a checklist showing full compliance with the laboratory testing capability for the parameters listed in Volume II- Schedule A.	15		
<b>Organizational Structure and Qualifications</b>				
3	Organizational structure including names and designations of personnel to be assigned on this contract, including a brief description of the qualifications and responsibilities of each personnel.	5		
<b>Financial Information</b>				
4	Three-Year Historical:	9		
	Balance Sheet (Audited)	3		
	Income Statement (Audited)	3		
	Financial Ratios	3		
<b>Insurance Policy</b>				
5	Provide a copy of your Insurance Policy for GPA's review.	5		
<b>Federal and Regulatory Compliance</b>				
6	Supporting documents showing knowledge and experience in complying with federal regulations and other applicable laws on Guam, such as OPA 90, and others, including documents showing compliance with all federal regulations and applicable laws.	3		
<b>Client References</b>				
7	At least three (3) client references for similar or larger contracts shall be submitted by the BIDDERS (include the Client Name, Position, Company and copies of contracts with the BIDDERS or AFFILIATES).	6		
	At least three (3) client reference letters describing relationship with Bidder, and Bidder's contract performance.	4		
<b>Mobilization Capability</b>				
8	Proof Of Capability To Mobilize Full Support Services No Later Than 30 days after contract signing	3		

**A. BIDDER Qualifying Score**

**B. Laboratory must be physically existent and established in Guam.** (Yes = 1 ; No = 0)

**C. Compliance with Volume II- Schedule A : 100% testing capability in Contractor's Guam Laboratory Facility (Yes = 1 ; No = 0)**

**D. No exceptions, addendums to contract requirements** (Yes = 1 ; No = 0)

**FINAL QUALIFICATIONS SCORE (A x B x C x D)**

Minimum Score - Potentially Acceptable Proposal	308.00
Minimum Score - Acceptable Proposal	328.00
Maximum Compliance Score	410.00
Minimum Percent Score - Potentially Acceptable Proposal	75.0%
Minimum Percent Score - Acceptable Proposal	80.0%

RATINGS GUIDE:

- 5 - Excellent and plentiful relevant qualifications and project experience. Very highest client references.
- 3 - Average relevant qualifications and project experience. Average client references.
- 1 - Poor relevant qualifications and few relevant projects. Fair Client references.
- 0 - No substantial relevant experience.