

## Appendix 3

### Evaluation Committee Score Card

The following are examples of Score Cards used by Evaluation Committee Members to rate Evaluation SOW/RFP proposals according to specific criteria. All of these score cards are provide in Excel format for future use.

#### I. Individual Evaluation Committee Member Score Card – For 1 Evaluation Proposal (file: 03 EC Ind Member Score Card.xlsx)

Evaluation Committee Scorecard [SOW/RFTP NAME OR NUMBER]			
Name of Applicant:		[ADD EVALUATOR OR PROPOSAL NAME]	
<b>Technical Evaluation Criteria</b>	<b>Score</b>	<b>Comments</b>	
Evaluation Criteria #1 from SOW (i.e. Technical Approach 40%)	[ADD SCORE] (i.e. 1-40)	[ADD COMMENTS ABOUT THE SPECIFIC CRITERIA]	
	<b>Score</b>	<b>Comments</b>	
Evaluation Criteria #1 from SOW (i.e. Experience and Qualifications 30%)	[ADD SCORE] (i.e. 1-30)	[ADD COMMENTS ABOUT THE SPECIFIC CRITERIA]	
	<b>Score</b>	<b>Comments</b>	
Evaluation Criteria #1 from SOW (i.e. Key Personnel 30%)	[ADD SCORE] (i.e. 1-30)	[ADD COMMENTS ABOUT THE SPECIFIC CRITERIA]	
<b>TOTAL</b>		<b>0</b>	
By affixing my signature below, I hereby certify that I have no real or apparent conflict of interest concerning this evaluation paper, the applicant organization, or any other consultant of business that may be involved in the referenced project.			
Evaluator's Name		Signature	
		Date	

#### II. Individual Evaluation Committee Member Score Card – For All Evaluation Proposals (file: 03 EC Ind Member Score Card.xlsx)

Evaluation Committee Scorecard							
[SOW/RFTP NAME OR NUMBER]							
Committee Member:		[ADD MEMBER NAME]					
#	Applicant/Proposal	Evaluation Criteria 1 (i.e. Technical Approach 40%)	Evaluation Criteria 2 (i.e. Experience and Qualifications 30%)	Evaluation Criteria 3 (i.e. Key Personnel 30%)	Total Score	Amount Requested JOD	Notes
1		0	0	0	0.00	[ADD COST]	
2		0	0	0	0.00		
3		0	0	0	0.00		
4		0	0	0	0.00		
5		0	0	0	0.00		
6		0	0	0	0.00		
<p>By affixing my signature below, I hereby certify that I have no real or apparent conflict of interest concerning this evaluation paper, the applicant organization, or any other consultant of business that may be involved in the referenced project.</p>							
Signature:		Date:					

III. All Evaluation Committee Members Totals – For All Evaluation Proposals  
(file: 03 EC All Member Summary Score Card.xlsx)

Evaluation Summary Committee Scorecard							
[SOW/RFTP NAME OR NUMBER]							
Evaluation Committee Date:		[ADD DATE]					
#	Applicant/Proposal	[EC Member 1 Name] Total Score	[EC Member 2 Name] Total Score	[EC Member 3 Name] Total Score	Proposal Average Score	Amount Requested JOD	Notes
1	[ADD EVALUATOR/PROPOSAL NAME]	0	0	0	0.00	[ADD COST]	
2	[ADD EVALUATOR/PROPOSAL NAME]	0	0	0	0.00		
3	[ADD EVALUATOR/PROPOSAL NAME]	0	0	0	0.00		
4	[ADD EVALUATOR/PROPOSAL NAME]	0	0	0	0.00		
5	[ADD EVALUATOR/PROPOSAL NAME]	0	0	0	0.00		
6	[ADD EVALUATOR/PROPOSAL NAME]	0	0	0	0.00		