

SAMPLE INSTRUMENT FOR PROPOSAL REVIEWS
Proposal Rating Form
(Excluding Price Proposal)

Proposal Evaluation Criteria	Definition	Points and Weighting (On a Scale of 80)	Reviewer Comments and Questions
1. <i>Background information</i>	The individual, organization or professional service firm practices in an area directly relevant to the needs of the religious institute and has an established history of providing the services required.	<p>None.</p> <p>Proposals from individuals, organizations or professional service firms that do not practice in a directly relevant area or who do not have an established history providing professional services will neither be reviewed nor rated by proposal review team.</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
2. <i>Understanding of institute needs</i>	The individual, group or professional service firm proposing conveys an understanding of the institute’s needs, circumstances and goals for the strategic property planning process.	<p>Points = _____</p> <p>This criterion is worth up to 15 points.</p> <ul style="list-style-type: none"> • A maximum of 15 points is possible if the description reflects a full understanding of the institute’s needs and is conveyed in the proposing entity’s own words. • A maximum of 10 points is possible if the description reflects a general understanding of the institute’s needs and is conveyed in the proposing entity’s own words. • A maximum of 5 points is possible if the understanding is minimal or simply parrots back language in the RFP. 	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

