**RFP Evaluation and Interview Process**

Proposal Evaluation Rubric

|  |  |  |  |
| --- | --- | --- | --- |
| Points | 2 (Exceeded Expectations | 1 (Met Expectations) | 0 (Did not meet expectations) |
| **Sections 1 and 2** |  |  |  |
| Applicant provided the required company information. |  |  |  |
| Applicant provided the required contact information. |  |  |  |
|  |  |  |  |
| **Section 3** |  |  |  |
| Applicant demonstrated competence in past work on similar projects. |  |  |  |
| Applicant demonstrated qualifications for this project. |  |  |  |
| Applicant provided a detailed and attainable plan for implementation. |  |  |  |
|  |  |  |  |
| **Section 4** |  |  |  |
| Applicant budget and justifications are reasonable. |  |  |  |
| Applicant provided a competitive budget. |  |  |  |
|  |  |  |  |
| **Section 5** |  |  |  |
| Applicant provided the required references. |  |  |  |
| References indicate likelihood the applicant will be able to complete work to the satisfaction of the commission. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Overall** |  |  |  |
| Applicant demonstrates understanding of the OT profession, Compact, and Commission. |  |  |  |
|  |  |  |  |
| Application demonstrates excellent communication skills. |  |  |  |
| Applicant has experience with interstate compacts or other government agencies. |  |  |  |
| Application does not flag any major concerns about the organization. |  |  |  |
|  |  |  |  |
| Points totals |  |  |  |

Add row in each section for additional comments, explanations, notes, or concerns.

Interview Questions

* Each vendor may be asked clarifying questions and follow-up questions based on their application materials, if needed.
* What makes your organization a good fit for working with the OT Compact Commission?
* What makes you stand out from other applicants?
* If selected, what would be your biggest priorities after starting work with the Commission?
* What is the biggest problem you see the commission encountering in the next year, and what would you do to resolve it?