

Suggested Technical Evaluation Criteria

Here are four primary criteria that are recommended for use in your Request for Proposals to evaluate the proposals, and the specific things to look for. Of course, you are free to use whatever criteria you want, but these provide a good start.

1. Technical Approach

- Does their approach appear to be unique or innovative, or is it simply a reiteration of the tasks/subtasks in the Request for Proposals?
- Does their approach appear to be thorough and organized?
- Do they demonstrate the ability to organize a project file into a cohesive record? What tools do they offer to accomplish this task?
- Do they demonstrate the ability and proven expertise in the subject matters you need, such as visual resource inventories or travel management analysis?
- Do they demonstrate a solid grasp of the proposed project, body of work, and issues likely to be raised?

2. Organization + Personnel Experience or Expertise

- Have they demonstrated an ability to mobilize and organize a project team?
- Do their key personnel support their ability to perform the work?
- Do the resumes support their stated expertise?
- Has this team worked together on similar projects?
- Who is their proposed project manager? Has he or she worked on similar projects?
- What is the team's capacity to perform the work? (e.g. Do you know if they're also working on other major projects in your state?)

3. Past Performance

- What is the recent performance history on similar projects and BLM projects, specifically?
- Did the contractor provide references from past clients? (If so, Call Them! If not, why not?)
- Have they demonstrated they can be flexible to adapt to changing schedules, controlling costs, and balancing workloads?

4. Fee (for direct contracts only)

- After evaluating the proposals and selecting the top (highest scoring) 2-3, then you will see the proposed fee. Which one represents the best value to the government?
- If one bidder or one section is significantly different than the others, why is that? Did they misunderstand the requirements? Do they have too many or not enough personnel or time allotted?