

Attachment C – Evaluation Tool

**Informal Request for Proposal
ND Rent Help Mediation Services**

Solicitation Number: 325-21-400-073

Name of Offeror: _____

Name of Evaluation Committee Members: _____

Date of Review: _____

TOTAL NUMBER OF POINTS USED TO SCORE THIS IRFP IS 100

Geographic Coverage Evaluation: 20 of the total possible evaluation points will be assigned to this criterion.

Rating Scale (20 POINT Maximum)	
Point Value	Explanation
0	None. Not addressed or response of no value
1-5	Fair. Limited applicability
6-10	Good. Some applicability
11-15	Very Good. Substantial applicability
16-20	Excellent. Total applicability

Proposals will be evaluated based upon the following:

1. Does the offeror’s proposal help State assure adequate access to assistance for rural and urban renters, people with disabilities, people with language barriers, and other potentially underserved populations?

Evaluator’s Notes:

POINT TOTAL

Technical Evaluation: 70 of the total possible evaluation points will be assigned to this criterion.

Rating Scale (70 POINT Maximum)	
Point Value	Explanation
0	None. Not addressed or response of no value
1-20	Fair. Limited applicability
21-40	Good. Some applicability
41-60	Very Good. Substantial applicability
61-70	Excellent. Total applicability

1. How much experience does the offeror have in providing mediation services, including matters involving risk of housing instability? How well does the offeror describe the qualifications of individuals who will deliver services as per the IRFP?

Evaluator's Notes:

2. How well does the offeror describe communities and/or regions served by its organization, including a description of any specialized client groups served and types of services delivered?

Evaluator's Notes:

3. How well does the offeror describe capacity to deliver the services described in the IRFP Scope of Work, including evidence of inclusion on the North Dakota ADR Neutral Roster, and a brief summary of experience and credentials of both existing and/or any new staffing relationships proposed in the response?

Evaluator's Notes:

POINT TOTAL

Capacity Evaluation: 10 of the total possible evaluation points will be assigned to this criterion.

Rating Scale (10 POINT Maximum)	
Point Value	Explanation
0	None. Not addressed or response of no value
1-2	Fair. Limited applicability
3-5	Good. Some applicability
6-8	Very Good. Substantial applicability
9-10	Excellent. Total applicability

1. How well did the offeror describe its ability to demonstrate that they have sufficient organizational and workforce capacity to deliver the requested service in the timeframe and manner prescribed in the offering?

Evaluator's Notes:

POINT TOTAL

RFP Evaluation Summary

Name of IRFP: ND Rent Help Mediation Services		
RFP Number: 325-21-400-073		
Offeror Being Evaluated:		
Evaluator Name:		
Date:		
Proposal Evaluation	Maximum Points by Category	Score
1. Geographic Coverage	20	
1. Technical	70	
1. Capacity	10	
Total		