

PROJECT: Lobbying Services  
 RFP NO: 2021-008

To Be Ranked Individually

**Proposal Ranking Score Sheet**

RANKED BY:

	30 Point Questions	20 Point Questions	10 Point Questions
Outstanding	25 - 30	17 - 20	9 - 10
Exceeds Acceptable	19 - 24	13 - 16	7 - 8
Acceptable	13 - 18	9 - 12	5 - 6
Marginal	0 - 12	0 - 8	0 - 4

Max Points	FIRM Strategic Capitol	FIRM Britton Group
30		
30		
10		
20		
10		
100	0	0

<b>Evidence of Experience &amp; References with Similar Work (FORM 3)</b> Consider experience and references listed by the firm/provider on Form 3 of the RFP. Is the provider experienced in providing services similar to that requested in the RFP? <ul style="list-style-type: none"> <li>• Familiarity and experience with similar work</li> <li>• Recent experience conducting similar work</li> <li>• Consider any sub-consultants to be used and their experience (if applicable)</li> </ul>	30		
<b>Expertise of Firm/Provider Personnel (FORM 4)</b> Consider comparable experience and background of specific personnel that shall be assigned to the City's work as outlined on Form 4 of the RFP. Also consider the specific involvement of those persons in work listed on Form 3 of the RFP. Experience on work of similar scope and size: <ul style="list-style-type: none"> <li>• Project Manager</li> <li>• Lobbying team</li> <li>• Sub-consultants (if applicable)</li> </ul>	30		
<b>Applicable Resources (FORM 1, 2, AND 5)</b> Evaluate the extent of applicable resources available to the firm / provider to complete the City's work as listed on Forms 1, 2, and 5 of the RFP <ul style="list-style-type: none"> <li>• Standard Quality Assurance/Quality Control program or procedures the firm has in place</li> <li>• Adequacy of proposed team/resources to complete project within proposed time frame</li> </ul>	10		
<b>Approach (FORM 5)</b> Evaluate the firm/provider's approach to and understanding of the Scope of Services required in the RFP as evidenced by the approach presented in Form 5. <ul style="list-style-type: none"> <li>• Schedule and detailed approach is reasonable/responsive to City's needs</li> <li>• Roles of all involved parties clearly identified</li> <li>• Identify/recognize critical or unique issues specific to the work</li> <li>• Adequacy of proposed communications process</li> <li>• Unique approaches that have been successful elsewhere.</li> </ul>	20		
<b>Cost (FORM 6 A, B, C, D)</b> Determination of cost and pricing data: Consider whether all elements of cost and pricing conform to the requirements of the RFP	10		

DO NOT ENTER SCORE FOR COST. PURCHASING STAFF WILL CALCULATE COST.

\* Cost Calculation: (Low Responsive Price/Resondents Price) X Maximum Cost Points = Cost Score Points

\*\* The cost calculation formula was adopted by the City of Lee's Summit around 1995, as established by the State Of Missouri. As of December 2002 both entities use this formula.