

CITY OF LEE'S SUMMIT
PURCHASING DIVISION
STANDARDIZED EVALUATION FORM
Interview Ranking Score Sheet
Composite

RFP NO.: 2019-062
PROJECT: Banking Services

Composite Interview Score Sheet

	30 Point Questions		20 Point Questions		10 Point Questions		Points per Criterion	Number Committee Members	Max Pts	FIRM			
	25 - 30 19 - 24 13 - 18 0 - 12	17 - 20 13 - 16 9 - 12 0 - 8	9 - 10 7 - 8 5 - 6 0 - 4	9 - 10 7 - 8 5 - 6 0 - 4	UJB	Central				Commerce	FIRM		
Outstanding Exceeds Acceptable Acceptable Marginal							30	7	210	174	161	176	183
1. Evidence of Experience, Reliability and References: (FORM 3): 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? Consider any sub-consultants to be used and their experience (if applicable).							30	7	210	165	154	172	173
2. Expertise of Firm Personnel: (FORM 4): Consider comparable experience and background of specific personnel that shall be assigned to the City's project as outlined on Form 4 of the RFP. Also consider the specific involvement of those persons in projects listed on Form 3 of the RFP. Experience on projects of similar scope and size: Project Manager, Project team, sub-consultants (if applicable).							10	7	70	60	47	62	62
3. Applicable Resources: (FORM 1, 2, and 4): Evaluate the extent of applicable resources available to the firm/provider to complete the City's project as listed on Forms 1, 2, and 4 of the RFP. Standard Quality Assurance/Quality Control program or procedures the firm has in place. Adequacy of proposed team/resources to complete project within proposed time frame.							20	7	140	112	93	116	118
4. Project Approach: (FORM 2, 5 and 6): Evaluate the firm/ provider's approach to and understanding of the Scope of Services required in the RFP as evidenced by the project approach presented in Forms 2, 5 and 6. Project schedule and detailed approach is reasonable/responsive to City's needs. Roles of all involved parties clearly identified. Familiarity with project location as evidenced by proposal (if applicable). Identify/recognize critical or unique issues specific to the project. Adequacy of proposed communications process. Unique approaches that have been successful elsewhere.							10	7	70	42	56	56	70
5. Cost: Includes all related cost associated with this project. (FORMS 7):							100		700	553	511	582	606

CITY OF LEE'S SUMMIT
PURCHASING DIVISION
STANDARDIZED EVALUATION FORM
Interview Ranking Score Sheet
Composite

RFP NO.: 2019-062
PROJECT: Merchant Card Services

Composite Proposal Score Sheet

	30 Point Questions				20 Point Questions				10 Point Questions				Points per Criterion	Number Committee Members	Max Pts	FIRM			
	25 - 30	19 - 24	13 - 18	0 - 12	17 - 20	13 - 16	9 - 12	0 - 8	9 - 10	7 - 8	5 - 6	0 - 4				UMB	Central	Commerce	FIRM
Outstanding													30	7	210	175	31	178	194
Exceeds Acceptable													30	7	210	149	31	174	187
Acceptable													10	7	70	45	9	51	58
Marginal													20	7	140	100	18	103	124
													10	7	70	56	0	0	70
													100		700	525	89	506	633

- Evidence of Experience, Reliability and References: (FORM 3):**
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? Consider any sub-consultants to be used and their experience (if applicable).
- Expertise of Firm Personnel: (FORM 4):**
Consider comparable experience and background of specific personnel that shall be assigned to the City's project as outlined on Form 4 of the RFP. Also consider the specific involvement of those persons in projects listed on Form 3 of the RFP. Experience on projects of similar scope and size: Project Manager, Project team, sub-consultants (if applicable).
- Applicable Resources: (FORM 1, 2, and 4):**
Evaluate the extent of applicable resources available to the firm/provider to complete the City's project as listed on Forms 1, 2, and 4 of the RFP. Standard Quality Assurance/Quality Control program or procedures the firm has in place. Adequacy of proposed team/resources to complete project within proposed time frame.
- Project Approach: (FORM 2, 5 and 6):**
Evaluate the firm/provider's approach to and understanding of the Scope of Services required in the RFP as evidenced by the project approach presented in Forms 2, 5 and 6. Project schedule and detailed approach is reasonable/responsive to City's needs. Roles of all involved parties clearly identified. Familiarity with project location as evidenced by proposal (if applicable). Identify/recognize critical or unique issues specific to the project. Adequacy of proposed communications process. Unique approaches that have been successful elsewhere.
- Cost: Includes all related cost associated with this project. (FORMS 7):**

CITY OF LEE'S SUMMIT
PURCHASING DIVISION
STANDARDIZED EVALUATION FORM
Interview Ranking Score Sheet
Composite

RFP NO.: 2019-062
PROJECT: P-Card Services

Composite Interview Score Sheet

	30 Point Questions		20 Point Questions		10 Point Questions		Points per Criterion	Number Committee Members	IMax Pts	FIRM				FIRM
	25 - 30	19 - 24	17 - 20	13 - 16	9 - 10	7 - 8				UMB	Central	Commerce	US Bank	
Outstanding	25 - 30	19 - 24	17 - 20	13 - 16	9 - 10	7 - 8	30	7	210	191	0	165	193	
Exceeds Acceptable	19 - 24	13 - 16	9 - 12	5 - 6			30	7	210	184	0	161	187	
Acceptable	13 - 18	9 - 12	0 - 8				10	7	70	56	0	50	64	
Marginal	0 - 12						20	7	140	120	0	102	126	
							10	7	70	0	0	0	0	0
							100		700	551	0	478	570	

- Evidence of Experience, Reliability and References: (FORM 3):**
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? Consider any sub-consultants to be used and their experience (if applicable).
- Expertise of Firm Personnel: (FORM 4):**
Consider comparable experience and background of specific personnel that shall be assigned to the City's project as outlined on Form 4 of the RFP. Also consider the specific involvement of those persons in projects listed on Form 3 of the RFP. Experience on projects of similar scope and size: Project Manager, Project team, sub-consultants (if applicable).
- Applicable Resources: (FORM 1, 2, and 4):**
Evaluate the extent of applicable resources available to the firm/provider to complete the City's project as listed on Forms 1, 2, and 4 of the RFP. Standard Quality Assurance/Quality Control program or procedures the firm has in place. Adequacy of proposed team/resources to complete
- Project Approach: (FORM 2, 5 and 6):**
Evaluate the firm/ provider's approach to and understanding of the Scope of Services required in the RFP as evidenced by the project approach presented in Forms 2, 5 and 6. Project schedule and detailed approach is reasonable/responsive to City's needs. Roles of all involved parties clearly identified. Familiarity with project location as evidenced by proposal (if applicable). Identify/recognize critical or unique issues specific to the project. Adequacy of proposed communications process. Unique approaches that have been successful elsewhere.
- Cost: Includes all related cost associated with this project. (FORMs 7):**

CITY OF LEE'S SUMMIT
PURCHASING DIVISION
STANDARDIZED EVALUATION FORM

RFP NO.: 2019-062
PROJECT: Trust Services

Interview Ranking Score Sheet

Composite Interview Score Sheet

	30 Point Questions		20 Point Questions		10 Point Questions		Points per Criterion	Number Committee Members	Max Pts	FIRM			FIRM
	25 - 30	19 - 24	17 - 20	13 - 16	9 - 10	UIMB				Central	Commerce	FIRM	
Outstanding	25 - 30	17 - 20	9 - 10				30	7	210	194	10	179	187
Exceeds Acceptable	19 - 24	13 - 16	7 - 8										
Acceptable	13 - 18	9 - 12	5 - 6										
Marginal	0 - 12	0 - 8	0 - 4										
<p>1. Evidence of Experience, Reliability and References: (FORM 3): 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? Consider any sub-consultants to be used and their experience (if applicable). Reference check information memo provided to the committee.</p>													
<p>2. Expertise of Firm Personnel: (FORM 4): Consider comparable experience and background of specific personnel that shall be assigned to the City's project as outlined on Form 4 of the RFP. Also consider the specific involvement of those persons in projects listed on Form 3 of the RFP. Experience on projects of similar scope and size: Project Manager, Project team, sub-consultants (if applicable).</p>													
<p>3. Applicable Resources: (FORM 1, 2, AND 5): / Schedule Evaluate the extent of applicable resources available to the firm / provider to complete the City's project as listed on Forms 1, 2, and 5 of the RFP. Standard Quality Assurance/Quality Control program or procedures the firm has in place. Adequacy of proposed team/resources to complete project within proposed time frame.</p>													
<p>4. Project Approach: (FORM 5): Evaluate the firm/ provider's approach to and understanding of the Scope of Services required in the RFP as evidenced by the project approach outline in Form 5. Project schedule and detailed approach is reasonable/responsive to City's needs. Roles of all involved parties clearly identified. Familiarity with project location as evidenced by proposal (if applicable). Identify/recognize critical or unique issues specific to the project. Adequacy of proposed communications process. Unique approaches that have been successful elsewhere.</p>													
<p>5. Cost: Includes all related cost associated with this project. (FORM 6D)</p>													
							10	7	70	56	0	70	56
							100		700	619	27	598	600