

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	FIRM	FIRM	FIRM	FIRM
	25 - 30	19 - 24	13 - 16	17 - 20	13 - 16	9 - 12	9 - 10	7 - 8	5 - 6								
Outstanding	25 - 30	19 - 24	13 - 16	17 - 20	13 - 16	9 - 12	9 - 10	7 - 8	5 - 6								
Exceeds Acceptable																	
Acceptable																	
Marginal																	
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).																	
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).																	
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.																	
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.																	
5. Cost: Includes all related cost associated with this project. (FORMS 7):																	
										30	7	210	174	161	176	183	
										30	7	210	165	154	172	173	
										10	7	70	60	47	62	62	
										20	7	140	112	93	116	118	
										10	7	70	42	56	56	70	
										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	FIRM	FIRM	FIRM	FIRM
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								
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).											
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).											
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.											
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.											
5. Cost: Includes all related cost associated with this project. (FORMS 7):											
				10	7	70	56	0	89	525	70
				100		700				506	633

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	Max Pts	FIRM			
	25 - 30	19 - 24	13 - 18	0 - 12	17 - 20	13 - 16	9 - 10	7 - 8	5 - 6				UMB	Central	Commerce	FIRM
Outstanding																
Exceeds Acceptable																
Acceptable																
Marginal																
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).																
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).																
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																
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.																
5. Cost: Includes all related cost associated with this project. (FORMs 7):																
										30	7	210	191	0	165	193
										30	7	210	184	0	161	187
										10	7	70	56	0	50	64
										20	7	140	120	0	102	126
										10	7	70	0	0	0	0
										100		700	551	0	478	570

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			
							UMB	Central	Commerce	FIRM
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							
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.										
				30	7	210	194	10	179	187
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).										
				30	7	210	187	10	172	181
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.										
				10	7	70	63	2	61	61
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.										
				20	7	140	119	5	116	115
5. Cost: Includes all related cost associated with this project. (FORM 6D)										
				10	7	70	56	0	70	56
				100		700	619	27	598	600