

# Administration/Professional Services Rating Sheet

Grant Recipient CARLOS COLINA-VARGAS

Name of Respondent \_\_\_\_\_

Evaluator's Name Cinderela Guevara

TxCDBG Contract No. 7215409

Date of Rating 03-21-2016

**Experience** -- Rate the Respondent of the Request For Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.

Experience

Factors

1. Related Experience / Background with federally funded projects
2. Related Experience / Background with specific project type (housing rehabilitation, acquisition of property, coordination with regulatory agency, etc.)
4. Certified Administrator of TxCDBG Program by TDA
5. References from current/past clients

	<u>Max.Pts.</u>	<u>Score</u>
1. Related Experience / Background with federally funded projects	10	<u>8</u>
2. Related Experience / Background with specific project type (housing rehabilitation, acquisition of property, coordination with regulatory agency, etc.)	5	<u><del>5</del> 4 CG</u>
4. Certified Administrator of TxCDBG Program by TDA	5	<u>5</u>
5. References from current/past clients	10	<u>9</u>
<b>Subtotal, Experience</b>	<u>30</u>	<u>26</u>

Work Performance

Factors

1. Submits requests to client/TDA in a timely manner
2. Responds to client/TDA requests in a timely manner
3. Past client/TDA projects completed on schedule
4. Work product is consistently of high quality with low level of errors
5. Past client/TDA projects have low level of monitoring findings/concerns
6. Manages projects within budgetary constraints

	<u>Max.Pts.</u>	<u>Score</u>
1. Submits requests to client/TDA in a timely manner	5	<u>5</u>
2. Responds to client/TDA requests in a timely manner	5	<u>5</u>
3. Past client/TDA projects completed on schedule	5	<u>4</u>
4. Work product is consistently of high quality with low level of errors	5	<u>4</u>
5. Past client/TDA projects have low level of monitoring findings/concerns	5	<u>5</u>
6. Manages projects within budgetary constraints	5	<u>5</u>
<b>Subtotal, Performance</b>	<u>30</u>	<u>28</u>

Capacity to Perform

Factors

1. Qualifications of Professional Administrators / Experience of Staff
2. Present and Projected Workloads
3. Quality of Proposal/Work Plan
4. Demonstrated understanding of scope of the TxCDBG Project

	<u>Max.Pts.</u>	<u>Score</u>
1. Qualifications of Professional Administrators / Experience of Staff	5	<u>5</u>
2. Present and Projected Workloads	5	<u>5</u>
3. Quality of Proposal/Work Plan	5	<u>4</u>
4. Demonstrated understanding of scope of the TxCDBG Project	5	<u>5</u>
<b>Subtotal, Capacity to Perform</b>	<u>20</u>	<u>19</u>

Proposed Cost

Factors

- A = Lowest Proposal  
B = Bidder's Proposal

\$ 15,000  
\$ ~~18,550~~ 15,000  
A + B X 20 equals Respondent's Score

	<u>Max.Pts.</u>	<u>Score</u>
A + B X 20 equals Respondent's Score	<u>8</u>	<u>8 20</u>
	<u>20</u>	

**TOTAL SCORE**

Factors

- Experience
- Work Performance
- Capacity to Perform
- Proposed Cost

**Total Score**

	<u>Max.Pts.</u>	<u>Score</u>
Experience	30	<u>28</u>
Work Performance	30	<u>28</u>
Capacity to Perform	20	<u>19</u>
Proposed Cost	20	<u>20</u>
<b>Total Score</b>	<u>100</u>	<u>95</u>

26  
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19  
20  

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93

# Administration/Professional Services Rating Sheet

Grant Recipient \$ PRESIDIO TxCDBG Contract No. 7215409  
 Name of Respondent LORRITA VASQUEZ GRANT MANAGEMENT SERVICES Date of Rating \_\_\_\_\_  
 Evaluator's Name LORRITA VASQUEZ

**Experience** -- Rate the Respondent of the Request For Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.

Experience

Factors

	Max.Pts.	Score
1. Related Experience / Background with federally funded projects	10	<u>7</u>
2. Related Experience / Background with specific project type (housing rehabilitation, acquisition of property, coordination with regulatory agency, etc.)	5	<u>4</u>
4. Certified Administrator of TxCDBG Program by TDA	5	<u>4</u>
5. References from current/past clients	10	<u>5</u>
<b>Subtotal, Experience</b>	30	<u>23</u>

Work Performance

Factors

	Max.Pts.	Score
1. Submits requests to client/TDA in a timely manner	5	<u>4</u>
2. Responds to client/TDA requests in a timely manner	5	<u>4</u>
3. Past client/TDA projects completed on schedule	5	<u>4</u>
4. Work product is consistently of high quality with low level of errors	5	<u>4</u>
5. Past client/TDA projects have low level of monitoring findings/concerns	5	<u>4</u>
6. Manages projects within budgetary constraints	5	<u>4</u>
<b>Subtotal, Performance</b>	30	<u>20</u>

Capacity to Perform

Factors

	Max.Pts.	Score
1. Qualifications of Professional Administrators / Experience of Staff	5	<u>4</u>
2. Present and Projected Workloads	5	<u>4</u>
3. Quality of Proposal/Work Plan	5	<u>4</u>
4. Demonstrated understanding of scope of the TxCDBG Project	5	<u>4</u>
<b>Subtotal, Capacity to Perform</b>	20	<u>16</u>

Proposed Cost

Factors

A = Lowest Proposal	\$ <u>15,000</u>	Max.Pts.	Score
B = Bidder's Proposal	\$ <u><del>18,500</del> 18,600</u>	20	<u>16</u>
<b>A ÷ B X 20 equals Respondent's Score</b>		20	<u>16</u>
		20	<u>20</u>

**TOTAL SCORE**

Factors

<input type="checkbox"/> Experience	Max.Pts.		Score
<input type="checkbox"/> Work Performance	30		<u>23</u>
<input type="checkbox"/> Capacity to Perform	30		<u>20</u>
<input type="checkbox"/> Proposed Cost	20		<u>16</u>
<b>Total Score</b>	100		<u>75</u>

### Administration/Professional Services Rating Sheet

Grant Recipient Presidio County TxCDBG Contract No. 7215409  
 Name of Respondent Grant Management Services Date of Rating 3-21-16  
 Evaluator's Name Floy Grandin

**Experience -- Rate the Respondent of the Request For Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.**

Experience

Factors

	<u>Max.Pts.</u>	<u>Score</u>
1. Related Experience / Background with federally funded projects	10	<u>5</u>
2. Related Experience / Background with specific project type (housing rehabilitation, acquisition of property, coordination with regulatory agency, etc.)	5	<u>5</u>
4. Certified Administrator of TxCDBG Program by TDA	5	<u>5</u>
5. References from current/past clients	10	<u>5</u>
<b>Subtotal, Experience</b>	<u>30</u>	<u>20</u>

Work Performance

Factors

	<u>Max.Pts.</u>	<u>Score</u>
1. Submits requests to client/TDA in a timely manner	5	<u>3</u>
2. Responds to client/TDA requests in a timely manner	5	<u>3</u>
3. Past client/TDA projects completed on schedule	5	<u>3</u>
4. Work product is consistently of high quality with low level of errors	5	<u>2</u>
5. Past client/TDA projects have low level of monitoring findings/concerns	5	<u>2</u>
6. Manages projects within budgetary constraints	5	<u>2</u>
<b>Subtotal, Performance</b>	<u>30</u>	<u>15</u>

Capacity to Perform

Factors

	<u>Max.Pts.</u>	<u>Score</u>
1. Qualifications of Professional Administrators / Experience of Staff	5	<u>2</u>
2. Present and Projected Workloads	5	<u>3</u>
3. Quality of Proposal/Work Plan	5	<u>3</u>
4. Demonstrated understanding of scope of the TxCDBG Project	5	<u>2</u>
<b>Subtotal, Capacity to Perform</b>	<u>20</u>	<u>10</u>

Proposed Cost

Factors

	<u>Max.Pts.</u>	<u>Score</u>
A = Lowest Proposal \$ <u>15,000</u>		
B = Bidder's Proposal \$ <u>15,000</u>		
<b>A ÷ B X 20 equals Respondent's Score</b>	<u>20</u>	<u>20</u>

**TOTAL SCORE**

Factors

	<u>Max.Pts.</u>	<u>Score</u>
<input type="checkbox"/> Experience	30	<u>20</u>
<input type="checkbox"/> Work Performance	30	<u>15</u>
<input type="checkbox"/> Capacity to Perform	20	<u>10</u>
<input type="checkbox"/> Proposed Cost	20	<u>20</u>
<b>Total Score</b>	<u>100</u>	<u>65</u>

## Administration/Professional Services Rating Sheet

Grant Recipient Presidio County  
 Name of Respondent Grant mgmt  
 Evaluator's Name Jim White

TxCDBG Contract No. 7215409  
 Date of Rating \_\_\_\_\_

**Experience** -- Rate the Respondent of the Request For Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.

Experience

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Related Experience / Background with federally funded projects	10	<u>6</u>
2. Related Experience / Background with specific project type (housing rehabilitation, acquisition of property, coordination with regulatory agency, etc.)	5	<u>3</u>
4. Certified Administrator of TxCDBG Program by TDA	5	<u>3</u>
5. References from current/past clients	10	<u>5</u>
<b>Subtotal, Experience</b>	30	<u>17</u>

Work Performance

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Submits requests to client/TDA in a timely manner	5	<u>2</u>
2. Responds to client/TDA requests in a timely manner	5	<u>2</u>
3. Past client/TDA projects completed on schedule	5	<u>2</u>
4. Work product is consistently of high quality with low level of errors	5	<u>2</u>
5. Past client/TDA projects have low level of monitoring findings/concerns	5	<u>3</u>
6. Manages projects within budgetary constraints	5	<u>3</u>
<b>Subtotal, Performance</b>	30	<u>14</u>

Capacity to Perform

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Qualifications of Professional Administrators / Experience of Staff	5	<u>3</u>
2. Present and Projected Workloads	5	<u>3</u>
3. Quality of Proposal/Work Plan	5	<u>2</u>
4. Demonstrated understanding of scope of the TxCDBG Project	5	<u>2</u>
<b>Subtotal, Capacity to Perform</b>	20	<u>10</u>

Proposed Cost

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
A = Lowest Proposal \$ <u>15,000</u>	5	5
B = Bidder's Proposal \$ <u>15,000</u>	5	5
<b>A + B X 20 equals Respondent's Score</b>	20	<u>20</u>

**TOTAL SCORE**

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
<input type="checkbox"/> Experience	30	<del>20</del>
<input type="checkbox"/> Work Performance	30	<del>12</del>
<input type="checkbox"/> Capacity to Perform	20	<del>13</del>
<input type="checkbox"/> Proposed Cost	20	<del>20</del>
<b>Total Score</b>	100	<u>65</u>

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 14  
 10  
 20  


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 61

## Administration/Professional Services Rating Sheet

Grant Recipient Presidia County  
 Name of Respondent Grants management  
 Evaluator's Name Lozano

TxCDBG Contract No. 7215409  
 Date of Rating \_\_\_\_\_

**Experience** – Rate the Respondent of the Request For Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.

Experience

Factors

	Max.Pts.	Score
1. Related Experience / Background with federally funded projects	10	<u>7</u>
2. Related Experience / Background with specific project type (housing rehabilitation, acquisition of property, coordination with regulatory agency, etc.)	5	<u>3</u>
4. Certified Administrator of TxCDBG Program by TDA	5	<u>3</u>
5. References from current/past clients	10	<u>7</u>
<b>Subtotal, Experience</b>	30	20

Work Performance

Factors

	Max.Pts.	Score
1. Submits requests to client/TDA in a timely manner	5	<u>2</u>
2. Responds to client/TDA requests in a timely manner	5	<u>2</u>
3. Past client/TDA projects completed on schedule	5	<u>3</u>
4. Work product is consistently of high quality with low level of errors	5	<u>2</u>
5. Past client/TDA projects have low level of monitoring findings/concerns	5	<u>2</u>
6. Manages projects within budgetary constraints	5	<u>2</u>
<b>Subtotal, Performance</b>	30	13

Capacity to Perform

Factors

	Max.Pts.	Score
1. Qualifications of Professional Administrators / Experience of Staff	5	<u>3</u>
2. Present and Projected Workloads	5	<u>4</u>
3. Quality of Proposal/Work Plan	5	<u>2</u>
4. Demonstrated understanding of scope of the TxCDBG Project	5	<u>4</u>
<b>Subtotal, Capacity to Perform</b>	20	13

Proposed Cost

Factors

A = Lowest Proposal	<u>\$ 15,000</u>	Max.Pts.	Score
B = Bidder's Proposal	<u>\$ 15,000</u>		
<b>A ÷ B X 20 equals Respondent's Score</b>		20	20

**TOTAL SCORE**

Factors

<input type="checkbox"/> Experience	30	Score	<u>20</u>
<input type="checkbox"/> Work Performance	30		<u>13</u>
<input type="checkbox"/> Capacity to Perform	20		<u>13</u>
<input type="checkbox"/> Proposed Cost	20		<u>20</u>
<b>Total Score</b>	100		66