

Individual Technical Evaluation Document - Ratings Summary Page

Vendor:

Evaluator:

Category	Evaluation Sub Factor	Rating
Management Approach and Technical Capabilities	1. Understanding of the work, including creativity and thoroughness shown in understanding the objectives of the SOW and specific tasks, and planned execution of the project.	
	2. Evidence of specific methods and techniques for completing each discrete task, to include such items as quality assurance, and customer-service.	
	3. Ability to address anticipated potential problem areas, and creativity and feasibility of solutions to problems and future integration of new processes and technology enhancements.	
	4. Degree to which the offerors proposal demonstrates an understanding of logistics, schedule, and any other issues the Government should be aware of.	
	5. Quality and effectiveness of the allocation of personnel and resources.	
	Overall Management Approach and Technical Capabilities	
Personnel Qualifications	1. The currency, quality and depth of experience of individual personnel in working on similar projects. Similar projects must convey similarity in topic, dollar value, workload, duration, and complexity.	
	2. Quality and depth of education and experience on other projects which may not be similar enough to include in response to #1. (Immediately above) but may be relevant.	
	3. The currency, quality and depth of how the Project Director will supervise and coordinate the workforce.	
	Overall Personnel Qualifications	
Organizational Experience	1. Evidence that the organization has current capabilities; and for assuring performance of this requirement. Evidence of supporting subcontractors, consultants and business partners will be considered.	
	2. Appropriate mix and balance of education and training of team members.	
	Overall Organizational Experience	
Past Performance	1. The organizations history of successful completion of projects; history of producing high-quality reports and other deliverables; history of staying on schedule and within budget.	
	2. The quality of cooperation (with each other) of key individuals within your organization, and quality of cooperation and performance between your organization and its clients.	
	3. The organization's specific past performance on prior similar efforts specified within this SOW.	
	Overall Past Performance	
Summary	Overall Technical Rating	(Moderate Risk)

Vendor Name:

Evaluator Name:

Management Approach and Technical Capabilities		
Evaluation Sub Factors		
1. Understanding of the work, including creativity and thoroughness shown in understanding the objectives of the SOW and specific tasks, and planned execution of the project.	Strengths	
	Weaknesses	
	Deficiencies	
2. Evidence of specific methods and techniques for completing each discrete task, to include such items as quality assurance, and customer-service.	Strength	
	Weaknesses	
	Deficiencies	
3. Ability to address anticipated potential problem areas; and creativity and feasibility of solutions to problems and future integration of new processes and technology enhancements.	Strengths	
	Weaknesses	
	Deficiencies	
4. Degree to which the offerors proposal demonstrates an understanding of logistics, schedule, and any other issues the Government should be aware of.	Strengths	
	Weaknesses	
	Deficiencies	
5. Quality and effectiveness of the allocation of personnel and resources.	Strengths	
	Weaknesses	
	Deficiencies	

Overall summary of Management Approach and Technical Capabilities	
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Vendor Name:		Evaluator Name:	
Personnel Qualifications			
Evaluation Sub Factor			
1. The currency, quality and depth of experience of individual personnel in working on similar projects. Similar projects must convey similarity in topic, dollar value, workload, duration, and complexity.	Strengths		
	Weaknesses		
	Deficiencies		
2. Quality and depth of education and experience on other projects which may not be similar enough to include in response to #1. (Immediately above) but may be relevant.	Strengths		
	Weaknesses		
	Deficiencies		
3. The currency, quality and depth of how the Project Director will supervise and coordinate the workforce.	Strengths		
	Weaknesses		
	Deficiencies		
Overall summary for Personnel Qualifications			

Vendor Name:		Evaluator Name:	
Organizational Experience			
Evaluation Sub Factor			
1. Evidence that the organization has current capabilities; and for assuring performance of this requirement. Evidence of supporting subcontractors, consultants and business partners will be considered.	Strengths		
	Weaknesses		
	Deficiencies		
2. Appropriate mix and balance of education and training of team members.	Strengths		
	Weaknesses		
	Deficiencies		
Overall summary for Organizational Experience			

Vendor Name:		Evaluator Name:	
Past Performance			
Evaluation Sub Factor			
1. The organizations history of successful completion of projects; history of producing high-quality reports and other deliverables; history of staying on schedule and within budget.	Strengths		
	Weaknesses		
	Deficiencies		
2. The quality of cooperation (with each other) of key individuals within your organization, and quality of cooperation and performance between your organization and its clients.	Strengths		
	Weaknesses		
	Deficiencies		
3. The organization's specific past performance on prior similar efforts specified within this SOW.	Strengths		
	Weaknesses		
	Deficiencies		
Overall summary for Past Performance			

Evaluation Summary

Vendor Name:

**Overall
Summary of
contractor's
technical
proposal**

Evaluator Name and Signature:

Date:

Technical Evaluation Rating Definitions

Ensure the Ratings Match the Strength & Weakness Narrative

Rating	Abbreviation	Risk Level	Definition
Excellent	E	Very Low Risk	The proposal contains no deficiencies or weaknesses. Based on information provided, there is no doubt that the offeror demonstrates an exceptional understanding of the services required to meet or exceed most contract requirements. The highest quality of contract performance is anticipated.
Very Good	VG	Low Risk	The proposal contains no deficiencies and only a few minor weaknesses that do not require discussions. Based on the information provided, there is little doubt that the offeror demonstrates a high quality of understanding of the services required to meet or exceed some contract requirements.
Satisfactory	S	Moderate Risk	The proposal contains no deficiencies and some weaknesses. Based on the information provided, the Offeror demonstrates an understanding of the services required to meet contract requirements.
Poor	P	High Risk	The proposal contains deficiencies and significant weaknesses. Based on information provided, there is doubt that the contractor understands the services required to meet the contract requirements. Requirement/services can be met only with major changes to the proposal.
Unacceptable	U	Unacceptable Risk	Technical proposal has many deficiencies and/or gross omissions; failure to understand much of the scope of work necessary to perform the required tasks; failure to provide a reasonable, logical approach to fulfilling much of the government's requirements; failure to meet many personnel requirements in the solicitation. (When applying this adjective to a proposal as a whole, the technical proposal would have to be so unacceptable in one or more areas that it would have to be completely revised in order to attempt to make it other than unacceptable.)