

EVALUATION CRITERIA:

An Evaluation Committee will evaluate the proposals using the following criteria:

1. Firm's Overview (Points)

- a. Provide a full and complete company profile to include, but not limited to Firm's name, address, a headquarters and or branch office handling this project, as well as primary contact name, title, related telephone/fax numbers and email address.
- b. State how many years licensed to do business under the same name stated above. Describe firm ownership structure and history.
- c. List the number of permanent employees and provide an organizational chart of the firm. Include management-level employee(s) the firm intends to assign to this project. Include a professional biographical summary including certifications and detailed outline of the role and responsibility of each employee that will be assigned to the project.
- d. Describe other qualifications that may be used to assess proposer's capabilities. Please note the District recognizes that the information requested may not apply in full to the goods, services or systems in this RFP, but the high point levels will be awarded to those proposals where the respondent has clearly described additional reasons that the District may consider in establishing an enhanced a more productive business partnership.

2. Scope of Services (Points)

- a. Please provide your company's comprehensive and proposed strategy for providing Moving Services for DCSD. Please be very detailed and specific in your response to each requirement.
- b. Describe the company's collective experience, especially dealing with organizations the size of the DCSD.
- c. Explain the company's capability to provide the specified services with the resources required in the Scope of Work.
- d. Describe in as much detail as possible, why the proposer's company should be selected for Moving Services to the DCSD.
- e. Provide the name and telephone number of the individual(s) that can be contacted in case of emergency or for services needed after hours, holidays or weekends.

3. Firm’s Relevant Experience and Expertise (Points)

- a. Briefly describe the project experience specific to providing Moving Services that the company has provided for preferably K-12 education or other governmental agencies, or related engagements that the company is currently engaged in or has completed within the last three years.
- b. Describe in detail your training and educational program for employees.

4. References (Points)

- a. The company shall submit a minimum of three (3) written recommendations from organizations that have conducted business with the company.
- b. DCSD reserves the option of contacting any of the references provided to confirm information provided.

5. Quality and completeness of proposal (Points)

6. Cost of Services (Points)

Relative Weight	Evaluation Criteria	Score
	Firm’s Overview	
	Scope of Services	
	Firm’s Relevant Experience and Expertise	
	References	
	Quality and completeness of proposal	
	Cost of Services	
100	TOTAL SCORE	