

INITIAL RFP EVALUATIONS

CRITERIA RATINGS:							
Respondent	<i>Board Member 1</i>	<i>Board Member 2</i>	<i>Board Member 3</i>	<i>Board Member 4</i>	<i>Board Member 5</i>	Total	Final AVG
1. General experience in representing Retirement Boards;							
2. Knowledge of M.G.L. c. 32 and 840 CMR;							
3. Experience before the Division of Administrative Law Appeals (DALA);							
4. Experience before the Contributory Retirement Appeal Board (CRAB);							
5. Knowledge of Administrative Hearings procedures;							
6. Knowledge of domestic relations orders;							
7. Knowledge of municipal procurement;							
8. Knowledge of evaluation of contracts;							
9. Level of ability of the firm and/or individual attorneys to provide information updates and clarification of new and pending legislation;							
10. A firm commitment to attend regular monthly Board meetings as well as hearings and special meetings;							
11. High level of client satisfaction;							
12. Cost							
Total:							
Composite Rating/Average:							

POST INTERVIEW EVALUATIONS:							
Respondent	<i>Board Member 1</i>	<i>Board Member 2</i>	<i>Board Member 3</i>	<i>Board Member 4</i>	<i>Board Member 5</i>	Total	Final AVG
1. General experience in representing Retirement Boards;							
2. Knowledge of M.G.L. c. 32 and 840 CMR;							
3. Experience before the Division of Administrative Law Appeals(DALA);							
4. Experience before the Contributory Retirement Appeal Board (CRAB);							
5. Knowledge of Administrative Hearings procedures;							
6. Knowledge of domestic relations orders;							
7. Knowledge of municipal procurement;							
8. Knowledge of evaluation of contracts;							
9. Level of ability of the firm and/or individual attorneys to provide information updates and clarification of new and pending legislation;							
10. A firm commitment to attend regular monthly Board meetings as well as hearings and special meetings;							
11. High level of client satisfaction;							
12. Cost							
Total:							
Composite Rating/Average:							

Bring down initial rating if post interview rating was not done

Final Average=Total divided by 5

Composite rating/average =Board member total points divided by 12 (the # of criteria used)

The rating system used is:

4 – Highly advantageous 3 – Advantageous 2 – Not advantageous 1 - Unacceptable

Note:

For best results, print this form on legal size page (8.5" x 14")