INFORMATION TECHNOLOGY (IT) SERVICES
SOQ RATING FORM

Background.

Reviewer Name: _____

Review Date: _____

Applicant Name: _____

Purpose.
Evaluation of Statements Of Qualifications (SOQs) received in response to the Request For Qualifications in an impartial, transparent, fair, equitable, and comprehensive manner in alignment with the corresponding Request For Qualifications (RFQs; as issued).

Scope Of Work.
The City of Clyde Hill is interested in obtaining a consultant to provide a full range of Information Technology (IT) support services to the City of Clyde Hill on a contractual basis. The primary purpose of this contract is ongoing coordination with staff to ensure the proper implementation of new technology, plan for future improvements, and support the general management, operation, maintenance, and troubleshooting of existing systems.

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Submittal Requirements.

Did the Applicant:

(Circle Answer)

A.	Submit their response by the deadline?	YES	NO
B.	Prepare their SOQ in a simple and economical way?	YES	NO
C.	Provide straightforward, concise answers to the requirements listed?	YES	NO
D.	Limit their response to a maximum of 6 pages, single-sided?	YES	NO
E.	Provide a list of three (3) clients (and their contact information) for whom they have provided similar services in the past 10 years?	YES	NO

Given your responses above, does this applicant meet requirements? *(Circle Answer)*	YES	NO

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Selection Criteria.
Please review the SOQ using the following criteria and scoring methodology, taking notes if/when needed:

<u>Scoring Methodology</u>
1: Very Weak Response
2: Weak Response
3: Neither Strong Nor Weak Response
4: Strong Response
5: Very Strong Response

QUESTION/CRITERIA	SCORE
1. Documentation of previous, related work in the past 10 years that demonstrates advanced knowledge of municipal government technology issues and experience performing work covered by the Scope of Services. Include information on the quality of previous, related work and the ability to meet deadlines/milestones	

Notes:

QUESTION/CRITERIA	SCORE
2. Qualifications of firm.	

Notes:

QUESTION/CRITERIA	SCORE
3. Qualifications of key staff that will be assigned to the City (indicate their assigned role, amount of time available, past relevant experience and resume, etc.).	

Notes:

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QUESTION/CRITERIA   **SCORE**

4.   Availability for phone consultations and helpdesk IT support during all regular business hours of 8am-5pm (PST) with ability to provide limited emergency support 24 hours a day, if needed.

Notes:

_____

_____

Given your responses above, should this Applicant be interviewed? *(Circle Answer)*	YES	NO

Guideline Notes:

1) If two or more Reviewers determine that an Applicant does not meet Submittal Requirements, it will be considered "REJECTED" and removed from further consideration in the current RFQ process, regardless of Scores received via Selection Criteria.

2) Scores received via Selection Criteria will be considered by Question, as a Mean Average, and as a Total amongst all Reviewers.

3) An Applicant does not require an interview in order to be deemed "ACCEPTABLE."

4) An Applicant must be identified by two or more Reviewers in order to qualify for an interview.

5) If only one Applicant is deemed in need of being interviewed, it shall be the City Administrator's sole discretion to hold such an interview.

6) Interviews, if necessary, will be assessed using a different Rating Form.