

EDSP RFP Review Sheet

Company: _____

Question		Points
1	Completeness of the submitted proposal. (5 points)	
2	Qualification statement that includes a cover letter, a roster of team members who will be working on this project, their professional qualifications, technical knowledge and experience with creating economic development strategic reports. Include a price for your proposal. (10 points)	
3	Demonstration of specialized experience related to the development of economic development strategic reports. Please describe what your team's approach to this assignment will be and outline how you will proceed with the creation of this report. Identify the sources of data you intend to use to complete the data review on page 3 of this RFP. (40 points)	
4	Provide two examples of a similar report you have created for a city in Oregon and/or Washington. If there are sections of this report where your approach will differ substantially from the examples given, explain this in as much detail as possible. (20 points)	
5	Provide examples of your capacity to successfully convene, manage and gather data from community visioning events, stakeholder group sessions and other outreach activities. (15 points)	
6	Graphic design: Provide an example of an economic development strategic report you have produced for a previous client that highlights your firms' ability to effectively show data in a graphic format. (10 points)	
Total points:		