

Appendix A1

**Selection/Evaluation Form – Screening
THEATREWORKS LED Sign Project**

QUALIFICATION BASED SELECTION (this form is to be used in Step 3, Screening of Submittals)

Evaluator # _____ Date _____

Name of Vendor _____

Name of Project: THEATREWORKS LED Sign

Minimum Requirements

Attendance and sign-in at Pre-Submittal Conference	Y__	N__
Submittal Received by July 28, 2008	Y__	N__
Submittal Received in required format	Y__	N__

If the minimum requirements are not met, specify the reason(s):

Appendix A2

**Selection/Evaluation Form – Scoring of Submittals
THEATREWORKS LED Sign Project**

QUALIFICATION BASED SELECTION (this form is to be used in Step 3, Scoring of Submittals)

Evaluator # _____ Date _____

Name of Vendor _____

Name of Project: THEATREWORKS LED Sign

A & B Prior Experience and Firm Capabilities

A. Prior Experience 1 x _____ = _____

B. Firm Capabilities 1 x _____ = _____

Sub Total and Section Rating _____ / 2 = _____

Section Score 5 x _____ = _____

C, D, & E Project Team, Approach, Location

C. Project Team 1 x _____ = _____

D. Design/Build Project Approach
Budget and Cost Control, Quality
Control Scheduling, Reporting 1 x _____ = _____

E. Work Location 1 x _____ = _____

Sub Total and Section Rating _____ / 3 = _____

Section Score 4 x _____ = _____

F Design, Build, Support Performance

1. Functionality & Design

a. General 1 x _____ = _____

b. Visibility 1 x _____ = _____

c. Display Change 1 x _____ = _____

Sub Total & Rating _____ / 3 = _____

2. Installation 1 x _____ = _____

3. Quality 1 x _____ = _____

4. Included maintenance 1 x _____ = _____

5. Included Training and support 1 x _____ = _____

6. Presentation Assistance
Sub Total and Section Rating

$1 \times \underline{\quad} = \underline{\quad}$

$\underline{\quad} / 6 = \underline{\quad}$

Section Score

$6 \times \underline{\quad} = \underline{\quad}$

G Cost

1. Initial Cost rating

$3 \times \underline{\quad} = \underline{\quad}$

2. Ongoing Cost rating

$3 \times \underline{\quad} = \underline{\quad}$

3. Discretionary rating

$1 \times \underline{\quad} = \underline{\quad}$

Sub Total and Rating

$\underline{\quad} / 3 = \underline{\quad}$

Section Score

$5 \times \underline{\quad} = \underline{\quad}$

Total Score of possible 100

Ratings:

0.0 - 1.0 – Unacceptable

1.1 - 2.0 – Poor

2.1 - 3.0 – Fair

3.1 - 4.0 – Good

4.1 - 5.0 – Excellent

Appendix A3

Selection/Evaluation Form – Preliminary Ranking THEATREWORKS LED Sign Project

QUALIFICATION BASED SELECTION (this form is to be used in Step 3, Preliminary Ranking of Submittals)

Name of Project: THEATREWORKS LED Sign

Vendor	Eval 1	Eval 2	Eval 3	Eval 4	Eval 5	Cumulative Score	Rank

Notes:

1. Insert the total score from each evaluator's Evaluation of Submittal Form
2. Add all evaluator's total scores to determine the cumulative score.
3. Rank all firms with the highest scoring firm being the most qualified.

Appendix A4

Selection/Evaluation Form – Oral Interview and Demonstration THEATREWORKS LED Sign Project

QUALIFICATION BASED SELECTION (this form is to be used during Step 4, Oral Interview and Demonstration. Scores assigned during this step reflect any changes based on new data determined during the oral interview and demonstration.)

Evaluator # _____ Date _____

Name of Vendor _____

Name of Project: THEATREWORKS LED Sign

Score (Overall Qualifications):	Weight	x	Rating	=	Score
A & B Prior Experience and Firm Capabilities	5		_____		_____
C, D, & E Project Team, Approach, Location	4		_____		_____
F Design, Build, Support Performance	6		_____		_____
G Cost	5		_____		_____
Total Score					_____

Ratings:

0.0 - 1.1 – Unacceptable

1.1 - 2.0 – Poor

2.1 - 3.0 – Fair

3.1 - 4.0 – Good

4.1 - 5.0 – Excellent

Appendix A5

Final Ranking Matrix THEATREWORKS LED Sign Project

QUALIFICATION BASED SELECTION (this form is to be used in Step 5 Ranking Vendors to determine the most qualified vendor in a selection process)

Vendor	Eval 1	Eval 2	Eval 3	Eval 4	Eval 5	Cumulative Score	Rank

Notes:

1. Insert the total score from each evaluator's Oral Interview and Demonstration Form
2. Add all evaluator's total scores to determine the cumulative score.
3. Rank all firms with the highest scoring firm being the most qualified.