



## Scoring Criteria for Industrial Site Readiness for the Commonwealth of Pennsylvania

### Disclaimer

While Team PA will serve as the lead point of contact for the project, all proposals received from consultants will be reviewed and evaluated by a small Project Leadership Team. The Project Leadership Team is composed of staff from Team PA, PA's Department of Community & Economic Development, and PA's Office of Transformation & Opportunity. This team will recommend for selection the proposal which most closely meets the requirements listed in the "Proposal Elements" section of the RFP. While it is recognized by Team PA that the scope of the project is sizable and the timeline is demanding, the Project Leadership Team will choose a contractor that can deliver most of the desired work products in a cohesive and timely manner. Prior to the final selection, the Project Leadership Team may conduct discussions with contractors for the purpose of obtaining best and final offers. The Project Leadership Team also reserves the right to request oral presentations of one or more respondents to assist in making the award.

### Review Criteria

1. **Understanding the Scope of Work & Deliverables:** This refers to the contractor's understanding of the research activities, data-driven analysis and overall strategic objectives expected in undertaking the project; and of the comprehensive outputs and deliverables associated with each task in the RFP.
2. **Soundness of Approach:** This refers to the contractor's emphasis on communication, coordination, management, and techniques for gathering information and producing outputs and the final product(s).
3. **Contractor Profile & Qualifications:** This refers to the skills, experience, and ability of the contracting firm to complete the scope of work. A complete contractor profile should include: at least three (3) references with contact information; at least two (2) relevant examples of previous work; length of time in business; organizational mission, vision, and core values; and organizational commitment to diversity, equity, inclusion, and access.

4. **Professional Personnel:** This refers to the competency of the personnel who will be assigned to the primary consulting team, including their specific roles on the team and areas of expertise. High scores will be given to firms who convey extensive project coordination experience and understand the collaborative working relationship between the consultant and client. Names and bios of the primary consulting team should be provided.
5. **Ability to Meet the Proposed Timeline:** This refers to the contractor's ability to provide timely outputs and ultimately meet the Deliverables schedule as detailed in the RFP.
6. **Detailed Cost Assignment:** The costs associated with this project should be proportional to the services proposed.