

HCWHA Criteria for Crossroads of War Project

1. Adherence to RFP Instructions	Score Range	BASIS FOR SCORE
Timeliness	1-5	Arrived by deadline receives all points
Completeness	1-5	All proposal requirements as specified in RFP are completed
Overall Quality & Level of Professionalism	1-5	Technically compliant and attractive receives all points
Total Value of Section	15	
2. Company Information	Score Range	BASIS FOR SCORE
Overview of Company	1-5	Provided overview of company with sufficient detail, companies based in the United States, including their staff, are given special consideration
Organizational Structure	1-5	Provided details about team, all team members are described
Project Management Approach	1-5	Fully explains project management approach
Total Value of Section	15	
3. Project Understanding	Score Range	BASIS FOR SCORE
Overall Comprehension of Project Objectives	1-5	Written section shows comprehension
Proposed functionality meets project scope and goals	1-10	Written section shows comprehension
Explanation of website design/development process	1-5	Written section shows comprehension
Proposed timeline meets requirements	1-5	Written section conforms to overall project timeline and provides relevant detail
Total Value of Section	25	
4. Budget	Score Range	BASIS FOR SCORE
Budget completeness	1-5	Budget fully addresses all requirements
Budget detail	1-10	Relationship between services and expense is made clear in proposal
Cost effectiveness	1-10	Total expense is reasonable, comprehensive, and cost efficient
Total Value of Section	25	
5. Applicant Experience	Score Range	BASIS FOR SCORE
Demonstrated experience with custom databases	1-10	Provide high quality examples of previous work with custom databases
Experience with educational and/or archival websites	1-5	Cite examples of work on educational and/or archival website projects
Provides examples of 3-5 most relevant recent projects	1-5	Provide specific examples of recent relevant projects
Total Value of Section	20	
Total points possible	100	