



Mecklenburg County Procurement Division
 Executive Search and Recruitment Firm - County Manager
 Solicitation #487-TR-MGR0004022

Evaluation Card

Evaluator Name:	[Enter Evaluator Name]	[Enter Vendor]								
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Evaluation Rating Scale:	100 (Outstanding): Fully meets or exceeds all requirements. Presents a comprehensive, well-thought-out solution. Showcases exceptional innovation, value, and expertise. Stands out from the competition. 80 (Good): Meets most of the requirements, demonstrates a solid understanding of the project, and offers some innovative ideas. 60 (Average): Meets the basic requirements but lacks innovation or fails to provide a compelling value proposition. It is considered acceptable but does not stand out from the competition. 40 (Below Average): Meets the requirements but lacks key elements or demonstrates some weaknesses. Enhancements are necessary for the proposal to be considered satisfactory. 20 (Poor): Fails to provide a clear understanding of the solution. Significant improvements are needed. 0 (Does Not Meet): Does not Demonstrate ability to perform Scope of Work
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| Evaluation Criteria | % Weights | Rating | Score |
|-----------------------------|-------------|------------|---------|------------|---------|------------|---------|------------|---------|------------|---------|------------|---------|------------|---------|------------|---------|------------|---------|
| Qualifications & Experience | 30% | Select One | #VALUE! |
| Approach | 30% | Select One | #VALUE! |
| Cost Effectiveness & Value | 25% | Select One | #VALUE! |
| MWBE Achievement Goal | 15% | Select One | #VALUE! |
| Evaluation Total | 100% | #VALUE! | #VALUE! |

uation Comments - Required (must be detailed responses in all comments boxes for each vendor - no blanks)

Evaluation Criteria Description	Comments								
Qualifications & Experience Does the response meet the minimum qualifications noted? Does the response provide evidence the firm understands the complexity of the County and the level of service required? Does the response demonstrate evidence of successful placements in other large local governments? Does the response provide key personnel who evoke confidence in their ability to deliver successfully?									
Approach Does the approach demonstrate a strong understanding of the project objectives? Does the proposed methodology and schedule align with the County's needs? Does the proposal address assurances for success or pathways for addressing challenges?									
Cost Effectiveness & Value Does the proposal outline overall cost, including all fees and other expenses? Does the proposal provide the best value to the County for the services offered?									
MWBE Achievement Goal To be complete by Business Diversity and Inclusion(BDI) Compliance Officer section will be evaluated by Business Diversity and Inclusion (BDI) Department. Score will be provided to the evaluation team. Under this criterion, proposals will be compared in terms of fees and/or services to be provided by MBE and WBE Subcontractors to meet the achievement goals for the project as listed on Attachment 1 – BDI Solicitation Coversheet.									

Evaluation Committee Member Attestation:

As a member of the Evaluation Committee, I agree to the following:

Responsibilities/Duties

1. Render a fair and impartial evaluation based solely on bidder responses and consistent with all governing laws.
2. Perform the evaluation to the best of your ability without prejudice or bias.
3. Have no conflict of interest.
4. All confidential information contained in proposals or obtained during the evaluation process is to be kept confidential.
5. Discuss the solicitation with only the other Evaluation Committee members.
6. Attend all meetings including any demonstrations and/or interviews.
7. Read and be knowledgeable about the solicitation (e.g. RFP, ITB, etc.) document.
8. Read and be knowledgeable about all bids/proposals submitted.
9. Complete evaluation notes for all bids/proposals based on strengths/weaknesses.
10. Be prepared and willing to openly and candidly discuss all bids/proposals.
11. Promptly report to Procurement any attempted communication or contacts with vendors or other interested parties in regards to the solicitation.