

Reviewer Name: _____

Applicant Name: _____

Request for Proposals (RFP) Scoring Sheet – Downtown Bike Commuter Facility- Attachment A

Instructions: This tool can be used to evaluate the merit of proposals and rank order them on the basis of evaluation criteria set forth in Sections E-I of the *Scoring Matrix*. Use the *Scoring Guidance Sheet* as a reference and then calculate and enter your assigned evaluation points and deductions into the corresponding sections of the Scoring Sheet.

Proposal Section	Weight	Evaluation Points*	Max Possible Score	Total Score**
A. Government issued photo ID	5%		5	
B. Federal/state tax returns for prior year	5%		5	
C. Financial statements (income statement/ balance sheet)	5%		5	
D. Bank statements for the prior 12 months	5%		5	
E. AZ Corp Commission certificate of good standing	5%		5	
F. Completed business plan	25%		25	
G. Evidence of successful existing bike shop in Phoenix- opened for 2 years or more	25%		25	
H. Marketing plan/ social media presence	15%		15	
I. Existing community partnerships/ involvement	5%		5	
J. Outreach plan for new riders and workshops	5%		5	
K. Conflict/Concerns Up to 10 points deducted				

TOTAL _____

*Evaluation Points = 1-100, with 1=lowest 100=highest

**Total Score (weighted value) = Weight multiplied by the Evaluation Points minus Conflict/Concerns deduction

Scoring Matrix

Proposal Section	Complete Information			
Proposal Section	100	75-51	50-26	25-1
A. Government issued photo ID	Vendor has required document(s)			
B. Federal/state tax returns for prior year	Vendor has required document(s)			
C. Financial statements (income statement/ balance sheet)	Vendor has required document(s)			
D. Bank statements for the prior 12 months	Vendor has required document(s)			
E. AZ Corp Commission certificate of good standing	Vendor has required document(s)			
F. Completed business plan	Applicant has demonstrated a well-thought-out business plan with projections and financials	Applicant has a business plan, but did not include projections or financials	Applicant discussed the how the space would be occupied, but did not draft a business plan	Applicant did not prepare a business plan
G. Evidence of successful existing bike shop in Phoenix- opened for 2 years or more	Applicant provided evidence of a successful existing bike shop that has	Applicant provided evidence of a successful existing bike shop that has	Applicant provided evidence of an existing bike repair shop that is unsuccessful and	Applicant does not have an existing bike shop in Phoenix

	been opened for 2 or more years in Phoenix	been opened for less than 2 years in Phoenix	opened for under 2 years in Phoenix	
H. Marketing plan/ social media presence	Applicant has demonstrated a well-thought-out marketing plan and shown evidence of a strong social media presence	Applicant has a marketing plan for the space, but does not have a strong social media presence (limited followers and engagement)	Applicant has a social media presence with limited followers and engagement, but did not prepare a marketing plan	Applicant has no social media presence and did not prepare a marketing plan
I. Existing community partnerships/ involvement	Applicant demonstrates a history of successful community partnerships	Applicant demonstrates a history of successful community partnerships but not necessarily the biking community	Applicant has participated from time to time in successful community partnerships	Applicant has not participated in successful community partnerships
J. Outreach plan for new riders and workshops	Applicant has demonstrated consistently well-thought-out engagement strategies and related tools	Applicant has a basic plan for engagement	Applicant addressed the need for outreach, but does not have a plan	Applicant does not have a plan for outreach and did not address the need for an outreach plan
K. Conflict / concerns	No Deductions = Applicant addressed disclosure - reviewer has no concerns any conflict would have negative impact on initiative		Deduct 5 points = Conflict or concern could have detrimental effect on Applicant's ability to perform tasks	Deduct 10 points = Conflict or concern could have detrimental effect on Applicant's ability to perform tasks and could negatively affect the success of the bike commuter facility