

Format for Evaluator's Narrative

Name of Bidder A: _____

Experience, Reliability, Expertise of Personnel:

Strengths:

Concerns:

(This section should present relevant facts related to previous contracts or projects that Bidder A has had as an organization. The conclusions reached by the evaluator and the benefits and deficiencies of such experiences should be discussed and evaluated. The basic reasons for the evaluator's opinion and score points should be presented. This section should also present relevant facts related to the specific qualifications (or lack of them) of the staff proposed for the project. The specific benefits and deficiencies of the staffs' qualifications should be described as well as the basic reasons for the evaluator's opinions and score points).

Proposed Method of Performance:

Strengths:

Concerns:

(This section should describe the relevant facts related to the bidder's proposed method of performing the Scope of Work. The specific benefits and deficiencies should be discussed in detail as well as reasons for the subjective judgment and conclusions reached by the evaluator).