

SAMPLE SOURCE SELECTION NON-COST FACTOR RATING FORM

(This form can be utilized for the purposes of conducting individual AND team evaluations)

I. Procurement

Requirement/Description: _____

Originating/Requirements/Program Office _____

SSP No. _____

RFP No. _____






Acquisition Strategy/Basis for Award: _____

II. OFFER RATINGS/RANKINGS:

A. Rating System

Example:

Technical adjectival ratings and definitions

Color Rating	Adjectival Rating	Description
	Outstanding (Color Code: Silver)	Include appropriate description.
	Good (Color Code: Blue)	Include appropriate description.
	Acceptable (Color Code: Green)	Include appropriate description.
	Marginal (Color Code: Yellow)	Include appropriate description.
	Unacceptable (Color Code: Red)	Include appropriate description.

Technical adjectival ratings and definitions

Adjectival Rating	Description
Low	Include appropriate description.
Moderate	Include appropriate description.
High	Include appropriate description.
Unacceptable	Include appropriate description.

Past Performance Ratings:

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Adjectival Rating	Definition
Neutral	Include appropriate description.
Superior	Include appropriate description.
Satisfactory	Include appropriate description.
Unsatisfactory	Include appropriate description.

Past Performance adjectival ratings and definitions

Definitions:

Finding	Definition
Strength	Include appropriate description.
Weakness	Include appropriate description.
Significant Weakness	Include appropriate description.
Deficiency	Include appropriate description.

B. Ratings

Example (This rating chart illustrates the allocation of technical and past performance adjectival rating categories for the evaluation of both non-cost factors. Suitable rating systems and corresponding charts should be designed for each acquisition requirement.) :

Offer/Offeror/Factor	Rating			
<i>ABC Contracting</i>	Outstanding/ Superior	Good/ Satisfactory	Acceptable/ Neutral	Unacceptable/ Unsatisfactory
Factor 1				
• Subfactor				
Factor 2				
• Subfactor				
Factor 3				
• Subfactor				

Summary Rating _____

C. Assessment/Rationale

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Example (The components (factors/ratings) of this section should be customized as applicable.)

Assessments/rationale should be detailed, (itemize, feature), structured in full sentences, and definitive in narration of the merit and acceptable and unacceptable condition identified for each technical proposal non-cost factor. Moreover, the assessment/rationale should include absolute qualitative or quantitative terms and narration describing how the technical response achieved or did not achieve the rating standard for a considered non-cost factor, as applicable.):

1. Factor 1:

Outstanding: _____

• *Strengths:* _____

• *Weakness(es):* _____

• *Deficiency(s):* _____

2. Factor 1 – Subfactor 1:

Outstanding: _____

• *Strengths:* _____

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- *Weakness(es):* _____

- *Deficiency(s):* _____

3. Factor 2:

- Good:* _____

- *Strengths:* _____

- *Weakness(es):* _____

- *Deficiency(s):* _____

D. Summary Rating/Ranking

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Example (Summary ratings may be used to rank offers. A suitable summary rating matrix should be designed/prepared for each acquisition requirement):

Offeror	Summary Adjectival Rating	Summary Non-Adjectival Rating	Summary Ranking

E. Rating and Ranking Summary Statement (*Example* This statement is prepared to support summary ratings and rankings):

V. **EVALUATION REPORT** (*Example* The evaluation report consists of the evaluation team member's evaluations/findings or summarized evaluations/findings, inclusive of all relative supporting information and the conduct of reiterative evaluations, as applicable. The SSP should stipulate the format and

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content requirements of the technical evaluation report to supply report structure and to comply with uniform contract documentation requirements.):

TET Member(s)	Date
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TET Chair	Date
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SAMPLE