



RFP Evaluation Score Sheet

Project Title: Survey and Nomination of Black Historic Properties in Washington State Underrepresented Communities Grant

PROFESSIONAL QUALIFICATIONS – 10 POINTS

- Proposal includes individuals who meet the SOI Professional Qualification Standards for History and/or Architectural History
- Proposal includes individuals with extensive experience completing the required project deliverables

ORGANIZATIONAL CAPACITY – 20 POINTS

- Firm or organization demonstrates strong connection to the Black and African American communities, history, and/or historic preservation through its mission, public profile, or service to its clients and constituents
- Firm or organization demonstrates capacity to be able to meet the terms of the contract agreement within the stated period of performance

TIMELINE AND BUDGET – 15 POINTS

- A timeline and budget have been provided
- Timeline meets the period of performance expectations
- Budget is adequate to accomplish the deliverables
- Hourly rates and number of hours dedicated to the project are reasonable
- Travel and other reimbursements meet state guidelines

RESEARCH METHODOLOGY AND DELIVERABLES– 20 POINTS

- Proposal includes primary and secondary source research
- Proposal includes individuals who demonstrate deep understanding and direct access to Black and African American history and its built environment resources
- Proposal includes all deliverables: context statement, 20-30 Historic Property Inventory Forms, 3-5 oral histories, and at least 2 National Register nominations
- Research will develop context that can apply statewide and will not be concentrated on any specific geographic region

COMMUNITY OUTREACH AND INVOLVEMENT – 25 POINTS

- Proposal includes plan for community outreach and involvement
- Plan includes direct stakeholder input from Black and African American community and will clearly use input to influence the deliverables
- Plan includes direct input from prominent Black and African Americans in Washington state with strong connections to the community

OVERALL QUALITY – 10 POINTS

- Proposal includes the proposer's name, address, principal place of business, telephone number, and fax number/email address or legal entity or individual with whom contract will be executed; Federal Employer Tax Identification number or Social Security number and the Washington Uniform Business Identification (UBI number). Proposal is free of grammatical and spelling errors
- Proposal is formatted in a readable and visually pleasing way
- Proposal is well organized, succinct, and is fully responsive to the RFP

TOTAL – 100 POINTS

