

Small Business Enterprise (SBE) Participation Professional Services Rating Rubric

Selection Criteria			
General			
<ul style="list-style-type: none"> To count towards the advertised SBE participation goal during the proposal review process, a SBE must hold a current SBE certification from an MSD approved agency at the time of proposal review. Points may be deducted if a requested form is incomplete and/or contains inaccuracies. Scoring is at the discretion of the individual rater. 			
1. Achievement of the Advertised SBE Goal (Maximum 10 points; option for up to 2 additional points)			
#	Criteria	Example	
	Advertised SBE Goal Met	Goal Met	Goal Not Met
	The vendor's proposed certified SBE participation meets the advertised SBE participation goal. No points will be awarded if the goal is not met.	10 points	0 points
	Advertised SBE Goal Exceeded	Example	
	One additional point will be assigned for every 2% increase in proposed SBE utilization above the advertised SBE participation goal, not to exceed 2 points.	2% above advertised goal	1 additional point awarded
	Proposed SBE subconsultant(s) must provide a scope of work MSD deems necessary to the project. The additional point(s) may not be awarded if it is determined that an SBE subconsultant's scope of work is not necessary to the project and/or may be negotiated out of the final project agreement.	4% above advertised goal	2 additional points awarded

2. RFP/Q Subconsultant Utilization Plan (Statement of Intent to Utilize Firms) (Maximum 5 points)			
#	Criteria	Example	
a.	Form Submitted with Proposal	Submitted	Not Submitted
	Form must be submitted with vendor's proposal in order to receive points.	Up to 5 points	0 points
b.	Submission of an Accurate and Complete Form	Example	
	All requested fields on the form are fully and accurately completed.	All Criteria Met	Some Criteria Met
c.	All Proposed Firms Disclosed	5 points	Less than 5 points
	Form lists all proposed subconsultant firms (both SBE and non-SBE certified).		
d.	SBE Firms Certified to Perform the Type of Work / Supplier Listed	5 points	Less than 5 points
	A specific type of work / supplier must be listed for each proposed subconsultant. Vendor should ensure that the type of work / supplier listed on the form for each SBE firm matches a commodity code listed on the SBE firm's certification. Vendor may list specific commodity code(s) on the form.		
e.	Specific Subconsultant Percentage Provided	5 points	Less than 5 points
	Form must include specific numeric percentage for each proposed subconsultant in order to receive points. Does not include ambiguous language (i.e. To Be Determined or +/-).		

3. Statement of Intent to Contract and Perform (Maximum 5 points)			
#	Criteria	Example	
a.	Form(s) Submitted with Proposal	Form(s) Submitted	Form(s) Not Submitted
	One form for each SBE subconsultant included in vendor's proposal must be submitted with vendor's proposal in order to receive points.	Up to 4 points	0 points
b.	Submission of an Accurate and Complete Form for each SBE subconsultant	All Criteria Met	Some Criteria Met
	All required fields on the form(s) are fully and accurately completed.	4 points	Less than 4 points
c.	SBE Subconsultant Signature		
	Form signed by a representative of each proposed SBE subconsultant firm.		
d.	First Time SBE Subconsultant Relationship <u>or</u> First Time SBE Prime	Example	
	One additional point will be assigned if the vendor's proposal includes at least one SBE subconsultant who the vendor has never worked with <u>OR</u> the vendor's proposal includes at least one SBE subconsultant who has never worked on an MSD project.	First Time Opportunity	Not a First Time Opportunity
	Proposed SBE subconsultant must provide a scope of work anticipated in the project delivery. The additional point may not be awarded if it is determined that the SBE subconsultant's scope of work is not required by the project and/or may be negotiated out of the final project scope.	Up to 1 point	0 points
	<u>or</u> One additional point will be assigned to an SBE vendor who, if awarded the contract, would be awarded its first Prime contract with MSD.		