

## EVALUATION CRITERIA

### I. PROPOSAL EVALUATION

Metro will review and evaluate proposals received for this RFP according to the following evaluation criteria:

**Phase I Evaluation – Minimum Qualifications Requirements:** Metro shall perform an initial responsiveness review to determine compliance with Minimum Qualifications Requirements as defined herein and notify all disqualified Proposers. The Minimum Qualifications Requirements will be evaluated on a Pass/Fail basis. Proposers that are deficient in meeting the minimum qualifications at the time of Proposal submittal shall be deemed non-responsive to this RFP and no further consideration shall be granted.

**Phase II Evaluation - Weighted Evaluation:** Proposals that meet the Phase I Minimum Qualifications Requirements will be evaluated based on the Phase II evaluation criteria herein. The sub-criteria will be equally weighted.

### II. PHASE 1 - MINIMUM QUALIFICATIONS REQUIREMENTS

Proposers must meet the following Minimum Qualifications Requirements at the time of proposal submittal:

1. Prime Contractor must be a Certified Public Accountant (CPA) firm licensed to provide accounting, financial and auditing services in the State of California.
2. Prime Contractor must have a satisfactory Peer Review within the last three (3) years showing compliance with Generally Accepted Government Auditing Standards (GAGAS).

### III. PHASE II – WEIGHTED EVALUATION.

#### A. QUALIFICATIONS OF THE PRIME CONTRACTOR/TEAM 20%

1. Depth of Proposer/Team's relevant knowledge and experience in providing financial and compliance audit services similar in size and complexity as that required in the scope of services.
2. Degree of capability and capacity of the prime contractor/team in accomplishing all tasks specified in the scope of services;
3. Demonstrated record of satisfactory performance and completion of audit projects performed within the last five (5) years similar in nature, extent, size and complexity to that required in the scope of services.

#### B. QUALIFICATIONS OF PROPOSED KEY PERSONNEL 20%

1. Relevance, depth and quality of key personnel/technical resources that will be brought to the Project in relation to their role on the Project;

- a. Depth of knowledge, education, experience and expertise of the key personnel in areas relevant to their proposed role on the project.
2. Availability and commitment of key personnel to commence work on the Project after contract award as a percentage of key personnel's available time; anticipated level of responsibility on this Metro Project.

**C. UNDERSTANDING AND APPROACH TO THE WORK 30%**

1. Depth of Proposer's understanding of the Project requirements as provided in the Scope of Services;
2. Comprehensiveness and feasibility of Proposer's planned approach in undertaking the Project, managing schedules and resources and completing each task identified in the Scope of Services within the required timeframe;
3. Depth of understanding key issues and/or potential obstacles to successful performance of the services provided in the Scope of Services and feasibility of proposed methods/approach to resolve these issues and/or potential obstacles.

**D. PRICE 30%**

The Price Proposal will be factored into the Proposer's final evaluation score in the following manner:

$$\text{Proposer Price Score} = \frac{\text{Lowest Price Proposal}}{\text{Proposer's Price Proposal}} \times 30\%$$