

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: November 15, 2012

REVISED:

619-AR-2. PROPOSAL EVALUATION FORM

Administrative Review - Proposals will be evaluated by the Superintendent and/or Business Manager.

Review of Proposals - The Administrative Review will consist of a point formula during the review process to score proposals by each of the criteria described below.

Evaluation of Proposals - The evaluators will compare the relative merits of alternative audit approaches and will assess the hours required by staff level to complete the various segments of the audit, as well as determine if the experience of assigned staff is adequate for the type of audit desired.

TECHNICAL CRITERIA	POINT RANGE
1. Responsiveness of the proposal in clearly stating an understanding of the work to be performed. (0-45)	
a. Audit Coverage. Adequacy of sampling techniques. Adequacy of analytical procedures.	0-20
b. Realistic time estimates of each major segment of the work plan and the estimated number of hours for each staff level, including consultants assigned.	0-10
c. Copy of an audit conducted last year for another similar school district.	0-15
2. Technical experience of the firm. (0-40)	
a. Auditing of the type under consideration.	0-15
b. Auditing similar entities (size/budget).	0-20
c. Firm or staff auditing experience with this district.	0-5

3. Qualifications of staff, including consultants, to be assigned to the audit. Education, including continuing education courses taken during the past two (2) years, position in the firm, and years and types of experience will be considered. This will be determined from the résumés submitted. (0-30)	
a. Qualifications of the audit team.	0-20
b. Supervision to be exercised over the audit team by the firm's management.	0-10
4. Size and structure of the firm.	0-10
TOTAL TECHNICAL POINTS	0-125

COST CRITERIA	POINT RANGE
1. Cost of the audit.	0-25
TOTAL COST POINTS	0-25
MAXIMUM POINTS	0-150

In the event that oral presentations/interviews are necessary, additional points will be given on a scale of 0-25. While the total score will be a significant factor, the Superintendent reserves the right to make a final selection for recommendation of Board approval.