

DOA Purchase Proposal Evaluation Scorecard

Instructions: Enter a score (1-5) for each category. Weighted scores will auto-calculate.

Category	Evaluation Focus	Weight (Points)	Score (1-5)	Weighted Score (Auto)	Evaluator Comments
1. Purchase Price and Terms	Offered purchase price and payment schedule. Demonstration of the proposer's capacity to complete the transaction as proposed. Clear alignment between the proposed use and the financial offer (e.g., feasibility of project economics).	70		0	
2. Design Quality, Sustainability, Community Benefit, & Development Plan	Quality and feasibility of the development plan; compatibility with zoning and community context; design excellence; sustainability and accessibility measures; and contribution to public benefit and community value.	15		0	
3. Financial Capacity	Evidence of financial capacity to deliver the project as proposed. Examples of similar completed projects and references from previous clients or partners. Demonstrated ability to partner effectively with public entities.	10		0	
4. Schedule, Readiness, and Compliance	Proposers must show readiness to proceed efficiently upon award, as well as compliance with all applicable laws and standards. Realistic development schedule from acquisition to completion. Strategies to manage risk, minimize disruption, and ensure timely delivery. Compliance with environmental, labor, accessibility, and procurement standards.	5		0	
TOTAL SCORE:		100		0	

Score	Definition
5 – Excellent	Exceeds all requirements; demonstrates outstanding quality and alignment with DOA priorities.
4 – Strong	Fully meets requirements with above-average quality and strong supporting detail.
3 – Satisfactory	Meets minimum requirements with acceptable detail and limited innovation.
2 – Weak	Partially meets requirements; significant gaps in clarity or feasibility.
1 – Poor/Incomplete	Fails to meet requirements or lacks sufficient information for evaluation.

Note: Points awarded for each category = $(Category\ Weight) \times (Score \div 5)$.

Example: A score of 4 in a 15-point category = **12 points**.