

PROPOSAL EVALUATION SCORECARD

Project: Financial and Compliance Audits 2022 - 2024
Date: 4/13/2022

Rating Scale (unless noted otherwise)				
1	2	3	4	5
Incomplete	Below Average	Average	Above Average	Excellent

Auditing Firm 1

CRITERIA Comments to include specific examples.

Adherence to RFP Instructions	RATING	COMMENTS
On time, appropriate length, accuracy, and all instructions followed and items included.	1-5	
Experience and Capabilities - Firm	RATING	COMMENTS
Consider the historical experience of the firm limited to 3-5 examples with client references. Note on any past performance with the State of South Dakota, or other agencies with similar reporting requirements.	1-5	
Rate the ability of the firm to perform the required tasks. Take into account the organizational structure, support and description of their available resources to perform the work.	1-5	
Experience and Capabilities - Individual	RATING	COMMENTS
Rate the capabilities of the firm's staff. Is there sufficient staff allocated to the project? Are the staff's credentials acceptable? Do they possess the necessary knowledge and experience?	1-5	
Understanding and Approach	RATING	COMMENTS
Rate the firm's proposal for conducting the audit including their technical understanding of the audit required. Consider how they will communicate and coordinate their activities with the SDSTA. Comment on their methodology and processes.	1-5	
Capacity	RATING	COMMENTS
Does the firm have the capacity to complete the requirements in time? Have they prepared a reasonable timetable? Have they shown evidence to support that they can meet the deadlines? Have they offered any specialized services to complete the audit?	1-5	