**Solicitation # \_\_\_\_\_\_**

**For**

**Agency Feasibility Consulting Services (example format)**

 **Interview Evaluation**

Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bidders will be allotted 45 minutes for the interview. Bidder will be expected to respond to all questions within the 45-minute time frame.** Reviewers will use this form to score each bidder/firm. Please type any notes you take during the process as this is a public document that may be viewed upon request. Place your score in the box at the end of each table and total them at the bottom.

1. Enter question… example: Your firm has experience with complex IT assessments for state governmental agencies but doesn’t appear to have worked with agencies charged with managing museums/archives/cultural assets.  Museums and archives have very specific needs and rules for their Collection Management Systems. Describe your process for understanding our industry to meet the specific needs of our small agency? (maximum points 30)

*Notes:*

***Evaluation Scale***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **8** | **15** | **23** | **30** | **Evaluator Score** |
| Did not answer well |  | Hit some key points, OK answer |  | Excellent answer |  |

1. Project timeline is through June 30 to complete the feasibility study phase.  Agency staff are previously committed to these project deadlines within that timeline.  What role do you see the Agency’s staff playing in readiness/feasibility study project?  How will the project be designed to compensate for periods that Agency’s resources may not be available, or might not have depth of expertise required for a robust, effective deliverable? (maximum points 30)

*Notes:*

***Evaluation Scale***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **8** | **15** | **23** | **30** | **Evaluator Score** |
| Did not answer well |  | Hit some key points, OK answer |  | Excellent answer |  |

1. This effort is funded through multiple funding sources. The State has allocated funds to complete the feasibility study in FY 22 and the agency has also received additional funding through grants for the implementation phase. OCIO and OFM have agreed to merge the two phases into a single project. Will the proposed staff be available to provide services through implementation of the selected solution after the feasibility study is done? (maximum points 30)

*Notes:*

***Evaluation Scale***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **8** | **15** | **23** | **30** | **Evaluator Score** |
| Did not answer well |  | Hit some key points, OK answer |  | Excellent answer |  |

1. Please describe your experience of working closely with a broad range of stakeholders including various levels of staff and executive management. What are some strategies you use to communicate effectively with stakeholders and team members of different backgrounds? (maximum points 30)

*Notes:*

***Evaluation Scale***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **8** | **15** | **23** | **30** | **Evaluator Score** |
| Did not answer well |  | Hit some key points, OK answer |  | Excellent answer |  |

1. How will you/your firm meet the digital preservation infrastructure (digital preservation plan) and policy development deliverables that are listed as a project outcome?  What strategy will guarantee such plan reflects/meets museum and archives industry standards?  (maximum points 30)

*Notes:*

***Evaluation Scale***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **8** | **15** | **23** | **30** | **Evaluator Score** |
| Did not answer well |  | Hit some key points, OK answer |  | Excellent answer |  |

1. What is your approach to managing projects and conducting detailed needs assessments remotely? (maximum points 30)

*Notes:*

***Evaluation Scale***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **8** | **15** | **23** | **30** | **Evaluator Score** |
| Did not answer well |  | Hit some key points, OK answer |  | Excellent answer |  |

1. Tell us about a project you managed that failed. How do you know when a project is failing? What steps do you take to correct course to achieve success? (maximum points 10)

*Notes:*

***Evaluation Scale***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **3** | **5** | **7** | **10** | **Evaluator Score** |
| Did not answer well |  | Hit some key points, OK answer |  | Excellent answer |  |

1. Describe your experience implementing or identifying solutions that have a front-end public facing access and a more in-depth back-end interface. (maximum points 10)

*Notes:*

***Evaluation Scale***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **3** | **5** | **7** | **10** | **Evaluator Score** |
| Did not answer well |  | Hit some key points, OK answer |  | Excellent answer |  |

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|  |

**Total points:**