

Procurement Contracts and Statement of Work Scoring Guide

CRITERIA	NON-PERFORMANCE	BASIC	PROFICIENT	DISTINGUISHED
Develop a matrix to analyze project procurement requirements for selecting a contract.	Does not develop a matrix to analyze project procurement requirements for selecting a contract.	Develops a matrix to analyze project procurement requirements for selecting a contract; does not include all relevant information.	Develops a matrix to analyze project procurement requirements for selecting a contract.	Develops a matrix to analyze project procurement requirements for selecting a contract, describes requirement characteristics, and based on procurement requirements, recommends appropriate contracts and modifications.
Justify procurement contract selection for the procurement situation.	Does not justify procurement contract selection for the procurement situation.	Selects a contract for the procurement situation, but does not justify it.	Justifies procurement contract selection for the procurement situation.	Justifies procurement contract selection for the procurement situation; identifies strengths, issues, and risks for using the selected contract in the procurement situation.
Prepare a contract statement of work (SOW) describing the product or service to be supplied by a third-party vendor.	Does not prepare a contract statement of work (SOW) describing the product or service to be supplied by a third-party vendor.	Prepares an incomplete contract statement of work (SOW) describing the product or service to be supplied by a third-party vendor.	Prepares a contract statement of work (SOW) describing the product or service to be supplied by a third-party vendor.	Prepares a contract statement of work (SOW) describing the product or service to be supplied by a third-party vendor that is clear, complete, concise, and will enable a third-party vendor to determine if they are able to provide the product for service.