



EVALUATION REQUIREMENTS INSTRUCTIONS:

The Evaluation Requirements Section is comprised of three parts:

PART A - Qualifications and Experience

Respond to the questions provided on the Word document found with the RFP documents on solicitations.phoenix.gov.

PART B - Method of Approach

Respond to the questions provided on Word document found with the RFP documents on solicitations.phoenix.gov.

PART C - Pricing

Respond to the questions provided on the Excel spreadsheet found with the RFP documents on solicitations.phoenix.gov.

The submittal documents must be submitted in the format provided and follow the same order as requested. Deviations from the required format may be deemed an incomplete response and unresponsive.

The responses to the questions in Parts A and B must be submitted on separate Word document as provided in the RFP.

To be clear:

- **Part A** is required to be submitted in a separate Word document.
- **Part B** is required to be submitted in a separate Word document.
- **Part C** is required to be submitted in a separate Excel spreadsheet.

Do not combine Part C - Pricing with any other documents. Pricing information MUST be submitted in a separate file.

Do not password protect the documents or in any way prohibit the document from being copied.