

**Invitation for Proposal 2018-CC-250**  
**Title: Spanish Translation of FDDC Products**  
**Internal Evaluation Form**

The maximum possible score for any proposal is 100 points.

Total:

5

**I. Budget and Budget Narrative** (40 maximum points)

- The proposal includes a proposed line item budget, accompanied by a detailed budget narrative.
- The budget narrative explains and demonstrates that each entry on the line item budget sheet is
  - allowable,
  - reasonable, and
  - necessary.
- The budget and budget narrative present a cost-effective funding level for achieving the purpose of the project.
- The budget fully addresses the scope of work.

10

10

15

Total:

**II. Capacity of Offeror to Perform Scope of Work** (50 maximum points)

- Person(s) engaged to complete the activities of this project are qualified to perform the required duties, including relevant experience in
  - Translating documents from English to Spanish (20)
  - Documented language proficiency certification (15)
  - Having an established process for verifying the accuracy of the translation in conveying the intended meaning of the original text (15)

20

15

15

Grand Total:

**III. References (10 maximum points)**

- References checked support items I and II above.

Total:

○ 10