

HBITS Form 3A:
Authorized User Preliminary Technical Evaluation Form

Candidate Specific Form: Please complete this form for each Candidate Response Form reviewed.

Date:	
Task Order #:	
Contractor Name:	
Candidate Full Name	
List any anticipated absences and the dates of such absences the Candidate may have during the engagement:	
Project:	
Service Group :	
Job Title(s) Category:	
Skill Level:	
Skill Demand Required:	
Home Base Region	

Additional Security Requirements for the Authorized User:	
If Other is listed, please provide relevant information:	
Additional Training Possibly Required During Engagement?	
If Yes, Provide description of anticipated training?	
Type or Manner of Knowledge Transfer requested during the Engagement:	
Is Travel anticipated during the Engagement?	
If Yes, please list anticipated frequency and locations for travel:	

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APPENDIX F – FORM 3A

Scoring Criteria

- 1) If Candidate Does Not Pass Mandatory Qualification – Score “Fail,” Enter Rationale in Comments Column and discontinue evaluation
- 2) Candidate Meets Qualifications- Assign Score of 75% of Max Points
- 3) Candidate Exceeds Requested Qualification – Score Full Points Assigned, Enter Information in Comments Column Detailing Rationale for Exceeding Qualifications
- 4) Candidate Does Not Meet Requested Qualification – Score 0 Points. No Partial Points Allowed for Not Meeting Requested Qualifications

Mandatory Qualification

		<u>Task Order Points</u>	<u>Candidate Score</u>	<u>Comments</u>
1.	Pre-Defined: (Insert Text From Contract for Position Title and Skill Level)	Pass/Fail		

Requested Qualifications

<u>Qualification Number</u>		<u>Points Assigned for Meeting Qualifications (Always 75% of Max Points)</u>	<u>Points Assigned for Exceeding Qualifications (Max Points)</u>	<u>Candidate Score</u>	<u>Comments</u>
1.	Sample: X Months of Experience in Y doing Z	7.5	10		
2.	Sample: X Months of Experience in Y doing Z	7.5	10		
3.	Sample: X Months of Experience in Y doing Z	7.5	10		
4.	Sample: X Months of Experience in Y doing Z	7.5	10		
5.	Sample: X Months of Experience in Y doing Z	7.5	10		
6.	Sample: X Months of Experience in Y doing Z	7.5	10		
7.	Sample: X Months of Experience in Y doing Z	3.75	5		
8.	Sample: X Months of Experience in Y doing Z	3.75	5		
9.	Sample: Bachelor’s Degree	3.75	5		
10.	Sample: Project Management Professional (PMP) Certification	3.75	5		
Total Points:		60	80		