



**ODOT RESEARCH SECTION
PROPOSAL EVALUATION CRITERIA**

Please answer the following questions. Provide comments as appropriate, being sure to indicate any modifications that should be made to the proposal before a contract could be processed. **Comments are required for all NO responses. If PARTIALLY is selected, indicate in the comments if additional information is needed.** The scores assigned to each section will be added together to provide an overall score for the submission. Submit completed review forms to research@dot.ohio.gov.

Reviewer Name(s)	Reviewer Office(s)	Reviewer Phone Number(s)

Proposal Information					
Project Title	RFP #	Proposal Date	Research Agency	PI(s)	Proposal Type

Yes	Partially	No	Problem Statement
			1. Does the proposal contain a clear and concise description of the problem to be solved?
			2. Does the proposal justify the need for the research?
			3. Does the proposal demonstrate the researcher's knowledge of the topic?
Internal Comments:			Feedback for Researcher:

Yes	Partially	No	Goals and Objectives of the Study
			1. Does the proposal clearly identify the technical objectives upon which the research team will focus?
			2. Are the goals of the research clearly defined?
Internal Comments:			Feedback for Researcher:

Yes	Partially	No	Research Context
			1. Does the proposal describe the findings of preliminary literature searches?
			2. Is the current state of practice clearly described in the proposal?
Internal Comments:			Feedback for Researcher:



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Yes	Partially	No	Work Plan		
			1. Is the research methodology described in sufficient detail to permit evaluation of the probability of success in achieving the objectives?		
			2. Is the scope of work commensurate with the expectations of the problem statement?		
			3. Does the work plan include tasks/data to be performed or supplied by ODOT?		
			a. If yes, will ODOT be able to provide the noted assistance? If so, provide the name(s) and phone number(s) of the individual(s) who can provide the assistance.		
			Name 1:	Name 2:	Name 3:
			Phone 1:	Phone 2:	Phone 3:
			4. Does the proposal describe the division of work between the prime contractor and the subcontractor(s)?		
			5. Is the project schedule complete and reasonable? Identify concerns in the comments.		
			6. Is software intended to be developed or purchased??		
			a. If yes (for other than a single user or a local application), does the proposal include an application architecture overview which discusses (a) testing methodology, (b) deployment strategy, (c) support and upgrade plan, and (d) a time-line for development?		
			b. If yes, has DoIT been contacted by the sponsoring office for review and approval? If so, provide details below.		
			Name of DoIT contact:		Additional information, if any:
Internal Comments:			Feedback for Researcher:		

Yes	Partially	No	Benefits		
			1. Does the proposal provide a clear and concise description of the expected benefits from conducting this research?		
			2. Are the stated benefits realistic based on the provided work plan?		
			3. Does the proposal describe how meeting the original goal(s) of the research could impact ODOT and the way ODOT does business?		
			4. Does the proposal include who could potentially become the ultimate end users of the research results (i.e. - ODOT Central Office, Districts, locals, consultants, traveling public, etc.)?		
Internal Comments:			Feedback for Researcher:		



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Yes	Partially	No	Potential Application of Research Results
			1. Does the proposal provide a preliminary discussion on how ODOT may apply the results of the research in order to achieve the stated benefit?
			2. Is the potential application realistic and appropriate for the scope of work proposed? Please explain in the comments section.
			3. Is the anticipated result in-line with the proposed work plan?
Internal Comments:			Feedback for Researcher:

Yes	Partially	No	Research Deliverables
			1. Does the proposal list all expected products, devices, procedures, licensing, source code and other items that will be provided to the Department during and at the conclusion of the research?
Internal Comments:			Feedback for Researcher:

Yes	Partially	No	Itemized Budget
			1. Is the proposed budget reasonable and correct for the scope of work as defined in the proposal? List any needed modifications below.
			Modifications:
Internal Comments:			Feedback for Researcher:

Yes	Partially	No	Appendices: Facilities & Equipment
			1. Does the proposal demonstrate that the researcher has access to facilities and equipment required to complete this work?
Internal Comments:			Feedback for Researcher:



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Yes	Partially	No	Appendices: Qualifications & Commitments of Research Team
			1. Does the proposal demonstrate that the research team has the capability to successfully perform this research?
			2. Does the proposal include a comprehensive listing of commitments to other work for each member of the research team?
			3. Does the proposal demonstrate that each member of the research team has the capability of complete this research in the time allotted?
Internal Comments:			Feedback for Researcher:

The following chart depicts evaluation weights, as applied to the proposal from a holistic evaluation perspective.

Category:	Weight
Concept - indication of a good understanding of the problem	20%
Research Plan - consider consistency with the objectives described in the problem statement and the scientific and practical aspects of the research methodology	30%
Background & Significance of Work - demonstrated by a literature search that this is not a duplication of effort	5%
Implementation Plan - a realistic appraisal of the prospects for successful implementation of project objectives	10%
Qualifications & Commitments - researchers have demonstrated experience in the subject area, are qualified to perform the work required, and have the time and availability	15%
Facilities & Equipment - research agency has necessary equipment and facilities to complete the project	5%
Budget - total estimated cost of the project is reasonable for the work described	15%
TOTAL	100%



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Yes		No		GENERAL RECOMMENDATION	
		1. Is this proposal being selected for the project? If Yes, go to next section. If No, provide explanation for your decision below. This feedback will be provided to the researcher as explanation for non-selection.			
		Explanation for Non-Selection: <div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 5px;"></div>			

GENERAL RECOMMENDATION FOR SELECTED PROPOSAL	
	The proposal is acceptable as is. No modifications are needed.
	The proposal is acceptable with modifications as explained in the Feedback for Researcher sections above.
Internal Comments not noted above: <div style="border: 1px solid black; height: 40px; width: 100%; margin-top: 5px;"></div>	Additional Feedback for Researcher not noted above: <div style="border: 1px solid black; height: 40px; width: 100%; margin-top: 5px;"></div>



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The remaining sections are to be completed by the Research Section:

Reviewer Name	Reviewer Phone Number

Proposal Information					
Project Title	RFP #	Proposal Date	Research Agency	PI(s)	Proposal Type

Proposal Budget Information	
Total Project Cost	Project Duration (in months)

Yes	Partially	No	Itemized Budget/Work Time Schedule
			1. Is the correct budget form used?
			2. Is appropriate supporting documentation provided as appendices, if necessary?
			3. Are the calculations in the budget correct?
Comments:			

Yes	Partially	No	Work Plan
			4. Is the correct project schedule form used?
			5. Is the form complete? List the missing items in the comments section.
Comments:			

Yes	Partially	No	Formatting and Submission Requirements
			1. Does the proposal meet the size limit (14 MB)? If no, explain.
			2. Does the proposal contain a cover page that meets the requirements? If no, list the items that are missing.
			3. Does the proposal contain a complete and accurate table of contents?
			4. Does the proposal include the submission of required reports and participation in required meetings? List missing items in the comments section.
Comments:			



Commitments: Status of Active Research Projects	
SJN/PS# of Project	Status of Project
	None

Items to consider include: timeliness in the submission of contractual deliverables, responsiveness to inquires/requests from ODOT, adherence to and compliance with the ODOT's research policies and procedures, and general project management capabilities. If the Principal Investigator has no previous experience with ODOT, this score will not be included in the final assessment.

Prior Performance: Research projects completed during the last two fiscal years	
SJN:	Comments:
SJN:	Comments:
SJN:	Comments:
SJN:	Comments: