

**HIRING A CONSULTANT
COMPARATIVE CHECK LIST**

DIRECTIONS FOR USE OF CHECK LIST FORM

1. Assign column to each firm being considered.
2. Review items and remove any one(s) not appropriate.
3. Assign weighting factor to each item. For example, if issue is very important assign 3 points, somewhat important 2 points, and not very important would receive 1 point.
4. Review each firm and rate firm on each item with 5 points awarded for excellent, 3 points for average, and 1 point for poor. Enter this number in “Points” column under the firm’s name.
5. Multiply weighting factor assigned in Step #3 by rating assigned in Step #4 and place result in appropriate space (“total”).
6. Total points for each firm. Although this total should not be the absolute evaluation of any firm, it will provide a relative comparison of each firm’s strengths, or weaknesses, on these important issues.

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Person completing rating sheet: _____

Date: _____

Performance Factors	Weighting Factor	Firm:		Firm:		Firm:	
		Points	Total	Points	Total	Points	Total
Is firm independent and non-biased?							
Does firm offer both public & private sector experience?							
Do consultants offer real-world experience?							
Have consultants ever operated a similar program?							
Have consultants ever negotiated a labor agreement?							
Have consultants ever participated in a bid as a vendor?							
Have consultants ever reviewed a similar program?							
Does firm sell any products other than consulting services?							
Has consultant provided reference list of ALL past clients?							
Quality of references?							
Was past work completed on time and within budget?							
Did consultants meet or exceed expectations?							
Were consultants sensitive to political issues?							
Would references hire the consultants again?							
Does firm offer back-up (more than one person)?							

	Firm:		Firm:		Firm:	
Cost?						
Size of firm (too large; too small; appropriate)?						
Has firm demonstrated longevity based upon past performances?						
Does firm demonstrate professionalism?						
Does firm have potential conflicts of interest?						
Are consultants full-time and dedicated to consulting?						
Does firm offer opportunity for additional assistance in the future?						
Have any neighboring or similar districts used services?						
Do consultants offer "industry" contacts?						
Does firm's reputation offer strength for community acceptance of study and recommendations?						
Was firm responsive to request for proposal?						
TOTAL POINTS						