

**HBITS Form 3A:**  
**Authorized User Preliminary Technical Evaluation Form**

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

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

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

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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		
<b>Total Points:</b>		<b>60</b>	<b>80</b>		