
	Appendix 4A
	Sample Rating Sheet

The sample rating sheet on the following pages may be used for either the fixed-weight or non-fixed-weight method. If the fixed-weight method is used, assign points to the evaluation criteria.

	Relative Importance of Evaluation Criteria
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The criteria are listed in descending order of importance.

1. Proposed Operating Plan Provisions.
2. Business Plan and Business Experience.
3. Financial Resources.
4. Fee to the Government.
5. Fees Charged to the Public.

Evaluation Criteria Checklist

The evaluation criteria are merely summarized here for the convenience of the evaluation team. The standards specified in the prospectus will form the basis of the evaluation.

Proposed Operating Plan Provisions

Operating Season

- ☐ Meets minimum season requirements
- ☐ Extended season (pre- or post-)

Law Enforcement and Security

- ☐ Concessionaire rules of use and their enforcement of security
- ☐ Use of county sheriff and FS law enforcement officers

Public Information, Health, and Safety

- ☐ Emergency services
- ☐ Training of employees in CPR and first aid
- ☐ Public-comment system
- ☐ Responsiveness to public comment
- ☐ Interpretive program
- ☐ Communication system
- ☐ Maintenance of communications equipment

Equipment, Supplies, Storage, and Maintenance

- ☐ Daily check for safety hazards
- ☐ Appearance of camping and maintenance area
- ☐ System for inspecting and maintaining facilities
- ☐ Schedule for holder M&R
- ☐ Equipment and supplies for holder M&R
- ☐ Equipment and supplies for G-T fee offset projects

Signs

- ☐ Type/quality/materials
- ☐ Proposed wording

Personnel Management

- ☐ Neat/clean/courteous
- ☐ Uniform/vehicles identifiable to public
- ☐ Name tags
- ☐ Experience and training of employees
- ☐ Staffing specified (number of employees, duties, etc.)
- ☐ Sufficient coverage
- ☐ Work schedule
- ☐ Designated representative for holder on site
- ☐ Availability of staff after hours for emergencies

Site Cleaning

- ☐ Pre-season site preparation
- ☐ Maintenance and sanitation plans
- ☐ Frequency of cleaning
- ☐ Post-season closeout and security measures

Waste Disposal and Recycling

- ☐ Garbage collection method
- ☐ Frequency of garbage collection
- ☐ Frequency of toilet/septic tank pumping
- ☐ Recycling

Water Testing

- ☐ Adequacy of water-testing schedule and equipment
- ☐ Sufficiency of staff expertise and certifications, if required

Use Data

- ☐ Data collection/sampling method for day-use sites
- ☐ Facility inventories completed
- ☐ Submitted per requirements

Fee Collection

- ☐ Use fees and special service fees
- ☐ Fee collection and enforcement of payment
- ☐ Method of documenting compliance
- ☐ Money secured on site
- ☐ Accounting system

Other Services

- ☐ Reservations
- ☐ Firewood
- ☐ Groceries, maps, and supplies
- ☐ Rental of recreational equipment
- ☐ Other

Other Required Elements

- ☐ Site limitations
- ☐ Accessibility
- ☐ Other

Business Plan and Business Experience

Quantity

- ☐ Number of years managing and operating campgrounds (public or private)
- ☐ Over three years of substantial business experience with employees who deal with the public
- ☐ One to three years of substantial business experience with employees who deal with the public

Quality

- ☐ As indicated by references and contacts with administrators of current/past permits

Financial Resources

- ☐ Sufficiency of financial resources as shown in completed FS-6500-25

Fee to the Government

- ☐ Over minimum stated in prospectus
- ☐ Based on accurate and reasonable assumptions, including assumptions about visitation
- ☐ Provides fair-market-value return to the Government

Fees Charged to the Public

- ☐ Fee schedule is market based