



- Step 1. The blanks of the Form will be completed by the CAP Representative.
- Step 2. The CAP Representative will then collect all of the Evaluation Forms from the evaluators and verify that the Rank has been completed; otherwise, the form can either be ranked by the CAP Representative or returned to the evaluator for completion.
- Step 3. Each evaluator's rank is to be transferred to the Tally Form. The row of ranks for each firm is to be added together and divided by the number of evaluators as indicated below.

SCREENING							
Firm Name	Evaluator Name	Evaluator Ranks					Rank Tally
		Peter	Jane	John	Mary	Paul	
We Fly Engineers, OKC		1	1	1	2	1	(6/5=) 1
Never Grounded Consulting Engineers, KS		3	2	2	3	2	(12/5=) 3
Airborne Associates, TX		2	3	2	3	3	(13/5=) 4
Snodgrass, OKC		2	2	1	1	2	(8/5=) 2
Wing and a Prayer Consultants, ES		4	4	3	4	4	(19/5=) 5
Pan-Pan Group, DC		5	4	4	5	5	(23/5=) 6

In the above example, the shortlisted three (3) firms would be We Fly Engineers, Snodgrass and Never Grounded Consulting Engineers.

INTERVIEW							
Firm Name	Evaluator Name	Evaluator Ranks					Rank Tally
		Peter	Jane	John	Mary	Paul	
We Fly Engineers, OKC		1	1	1	2	1	(6/5=) 1
Never Grounded Consulting Engineers, KS		3	2	2	3	3	(13/5=) 3
Snodgrass, OKC		2	3	1	1	2	(9/5=) 2

In the above Interview example, the "winning" firm is We Fly Engineers.

- Step 4. The CAP Representative is to have all forms copied for the Representative to retain as record copies to ensure the integrity of the process as it moves from stage to stage until such time as the Final Report is submitted to CAP. These record copies are to be compared to the Report to ensure accurate reporting.