Please assign a letter grade according to the scoring guide listed below.

<table>
<thead>
<tr>
<th>Description</th>
<th>Weight (%)</th>
<th>Letter Grade</th>
<th>Numerical Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Format (Trans let, tabl of con, page #, etc.)</td>
<td>15</td>
<td>___</td>
<td>#N/A</td>
</tr>
<tr>
<td>Grammar, Spelling, Clarity of Expression</td>
<td>15</td>
<td>___</td>
<td>#N/A</td>
</tr>
<tr>
<td>Content, Relevance to RFQ</td>
<td>40</td>
<td>___</td>
<td>#N/A</td>
</tr>
<tr>
<td>Understanding of Project Technically</td>
<td>30</td>
<td>___</td>
<td>#N/A</td>
</tr>
</tbody>
</table>

Grade for Report #N/A

TOTAL POINTS #N/A

Comments on Report

Scoring Guide

- Flawless A+
- Exceptional A
- Very Good A-/B+
- Good B
- Average B-/C+
- Below average C
- Minimal C-/D+
- Unacceptable D
- Failing E
- Totally unacceptable F