**Career Math Name:**

**Project #5 Rubric – Bidding a Job**

**/36 = %**

**Scenario #1 Spreadsheet:**

Itemized Categories

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 0 Points | 1 Point | 2 Points | 3 Points | 4 Points |
| Spreadsheet not completed. | 1-2 out of the 4 major categories of costs are shown in the spreadsheet. Most prices are not prorated correctly for the length of contract stated. The spreadsheet lacks organization | 3 out of the 4 major categories of costs are shown in the spreadsheet Some prices are not prorated correctly for the length of contract stated. The spreadsheet may need to be better organized. | All 4 major categories of costs are shown in the spreadsheet. Most prices are prorated correctly for the length of contract stated. The spreadsheet may need to be better organized. | All 4 major categories of costs are shown in the spreadsheet (overhead, use of business supplies, consumables, payroll). Prices are prorated correctly for the length of contract stated. The spreadsheet should be well organized and easy to read. |

Category Totals

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 0 Points | 1 Point | 2 Points | 3 Points | 4 Points |
| No totals given or calculated. | 3 aspects of spreadsheet not given, and/or aspects are not totaled correctly. | 2 aspects of spreadsheet not given, but other aspects are totaled correctly. Or, all 5 aspects are not totaled correctly. | One aspect of spreadsheet not given, but other aspects are totaled correctly. | All 5 aspects of spreadsheet (overhead, use of business supplies, consumables, payroll, profit) are given and totaled correctly. |

**Scenario #2 Spreadsheet:**

Itemized Categories

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 0 Points | 1 Point | 2 Points | 3 Points | 4 Points |
| Spreadsheet not completed. | 1-2 out of the 4 major categories of costs are shown in the spreadsheet. Most prices are not prorated correctly for the length of contract stated. The spreadsheet lacks organization | 3 out of the 4 major categories of costs are shown in the spreadsheet Some prices are not prorated correctly for the length of contract stated. The spreadsheet may need to be better organized. | All 4 major categories of costs are shown in the spreadsheet. Most prices are prorated correctly for the length of contract stated. The spreadsheet may need to be better organized. | All 4 major categories of costs are shown in the spreadsheet (overhead, use of business supplies, consumables, profit). Prices are prorated correctly for the length of contract stated. The spreadsheet should be well organized and easy to read. |

Category Totals

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 0 Points | 1 Point | 2 Points | 3 Points | 4 Points |
| No totals given or calculated. | 3 aspects of spreadsheet not given, and/or aspects are not totaled correctly. | 2 aspects of spreadsheet not given, but other aspects are totaled correctly. Or, all 5 aspects are not totaled correctly. | One aspect of spreadsheet not given, but other aspects are totaled correctly. | All 5 aspects of spreadsheet (overhead, use of business supplies, consumables, payroll, profit) are given and totaled correctly. |

**Scenario #1 Bid Letter:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 0 Points | 1 Point | 2 Points | 3 Points | 4 Points |
| No bid letter submitted. | Bid letter contains only 1-2 aspects, and not explained thoroughly. | Bid letter contains only 2 aspects, but those 2 are explained thoroughly. | Bid letter contains all 3 aspects, but not all aspects are explained thoroughly. | Bid letter contains all 3 aspects (costs, scope of work, and contract expectations). Each aspect is explained thoroughly. |

**Scenario #2 Bid Letter:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 0 Points | 1 Point | 2 Points | 3 Points | 4 Points |
| No bid letter submitted. | Bid letter contains only 1-2 aspects, and not explained thoroughly. | Bid letter contains only 2 aspects, but those 2 are explained thoroughly. | Bid letter contains all 3 aspects, but not all aspects are explained thoroughly. | Bid letter contains all 3 aspects (costs, scope of work, and contract expectations). Each aspect is explained thoroughly. |

**Timeliness**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 0 Points | 1 Point | 2 Points | 3 Points | 4 Points |
| No portion of the project was completed and submitted on time. | A portion of the components of the project were completed on time. | All components of the project were completed and submitted, and the project was presented passed the due date. | Project was completed and presented by the due date, but not all individual components were submitted by assigned dates. | All components of the project were completed and submitted to the teacher by the assigned due dates. The project was presented on time. |

**Presentation**

Power Point

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 0 Points | 1 Point | 2 Points | 3 Points | 4 Points |
| PowerPoint not completed | PowerPoint is submitted but is missing key components and contains more than 2 mathematical or grammatical errors. | PowerPoint is submitted but missing key components, or contains all key components but contains more than 2 mathematical or grammatical errors. | PowerPoint is submitted including all key components. PowerPoint has 2 or less mathematical or grammatical errors. | PowerPoint, at a minimum, includes  at least 3 slides for each scenario as outlined on the info sheet. Each slide must be visually appealing, easy to follow and without mathematical or grammatical error. Minimum of 6 slides. |

Oral Presentation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 0 Points | 1 Point | 2 Points | 3 Points | 4 Points |
| Oral presentation was not completed. | Oral presentation was completed after the assigned class time and demonstrates a strong understanding of the material and adequate preparation. | Oral presentation was completed during the assigned class time but does not demonstrate a strong understanding of the material or adequate preparation. | Oral presentation was completed during the assigned class time and demonstrates a strong understanding of the material or adequate preparation but not both. | Oral presentation was completed during the assigned class time and demonstrates a strong understanding of the material and adequate preparation. |