

RFQ/RFP SUPPLIER/CONTRACTOR EVALUATION INSTRUCTIONS

Step 1

- Make sure you have access to each proposal and an Evaluation Worksheet for each supplier/contractor.
- Make sure you also have access to the RFQ/RFP and any addenda issued.

Step 2

- Reference the applicable evaluation criteria and scope of work and deliverables listed in the RFQ/RFP to the Evaluation Worksheet (the page numbers will be noted on the Worksheet).
- Review each supplier's/contractor's proposal.
- Write any strengths/benefits and weaknesses/deficiencies for each of the Evaluation Criteria, or for each of the Specific Criteria Items as applicable, in the evaluation packet, and note the pertinent page number and paragraph in their proposal as reference.

Step 3

- Using the Evaluation Criteria Scoring Guide below, find the guidance description that best matches your opinion for each of the Evaluation Criteria, or for each of the Specific Criteria Items as applicable.
- Use your best judgment to choose a number from the provided range available for the guidance description, and mark that number in the appropriate cell on the evaluation worksheet.

Step 4

- Committee members should be prepared to share their individual comments and recommended scores per criteria for each supplier/contractor.
- Procurement will consolidate all opinions and scores on an Evaluation Worksheet and Score Summary.

Evaluation Criteria Scoring Guide	
Range	Guidance Description
100	Couldn't imagine a better response
90-99	Excellent, insightful response
75-89	More than adequate response
60-75	Adequate response, no special insights
40-59	Inadequate response
1-39	Very inadequate response
0	No response given