## Sample Proposal Evaluation Form\*

**Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Evaluated: \_\_\_\_\_\_\_\_\_\_\_**

**Evaluator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluator Initials: \_\_\_\_\_**

|  |  |
| --- | --- |
| Points | Guidance |
| 5 | Greatly exceeds requirement |
| 4 | Exceeds requirement |
| 3 | Adequately meets requirement |
| 2 | Marginally meets requirement |
| 1 | Clearly does not meet requirement |
| 0 | Does not address requirement |

\* The following is a sample evaluation form only. Each project should tailor the point/weight assignment and evaluation criteria based on the project’s RFP and individual requirements.

## Sample Proposal Evaluation

| **Criteria** | **Possible Points** | **Score (0-5)** | **Weight (multiplier)** | **Total Points** |
| --- | --- | --- | --- | --- |
| **Technical Merit (Ability to Meet Scope of Work/Schedule)**  **(30** **points possible)** |  |  |  |  |
| Meets scope of work or specifications | 20 |  | X 4 |  |
| Demonstrated ability to meet schedule requirements | 10 |  | X 2 |  |
| **Qualifications and Expertise**  **(20** **points possible)** |  |  |  |  |
| Expertise of staff | 15 |  | X 3 |  |
| Direct experience in project type | 5 |  | X 1 |  |
| **References**  **(10** **points possible)** |  |  |  |  |
| Evaluation of responses from previous/current customers | 10 |  | X 2 |  |
| **Other**  **(5 possible points)** |  |  |  |  |
| Financial Strength | 2.5 |  | X 0.5 |  |
| Small business concern | 2.5 |  | X 0.5 |  |
| **Price (maximum of 35** **points)** |  |  |  |  |
| Unit/Total Price | 35 |  |  | \*\* Based on pricing formula |
| **TOTAL SCORE** | 100 |  |  |  |

\*\* When assessing points for price, there shall be a maximum number of points awarded to the lowest priced bidder. The points allocated to higher-priced bidders should be equal to the lowest bidder’s price multiplied by the maximum points available for price, divided by the higher proposal price.

For example:

Proposal A $100,000 35 points (maximum points)

Proposal B $125,000 28 points (($100,000 X 35)/$125,000)

Proposal C $150,000 23.3 points (($100,000 X 35)/$150,000)