

PROPOSAL EVALUATION CRITERIA FORM

Each member of the Evaluation Team or Selection Committee shall use this form to rate each proposal in order to select the "most advantageous" proposal. Evaluators shall remain confidential. Use the Pass/Fail Column to score Evaluation Criteria that do not require a numerical score. The numbers in Columns B and D are suggested; tailor these numbers to meet the committee's needs. The Evaluation Criteria are suggested. Match the Evaluation Criteria with the Proposal Content listed in the RFP's "Instructions to Proposers."

RFP NUMBER: _____ **GRANT NUMBER:** _____

PROJECT TITLE: _____

NAME OF FIRM: _____

Column A	Column B	Column C	Column D	Column E	Column F
EVALUATION CRITERIA	NUMERICAL POINTS POSSIBLE	EVALUATOR'S NUMERICAL SCORE	CRITERIA IMPACT WEIGHT PERCENTAGE	WEIGHTED SCORE MULTIPLY	P = PASS F= FAIL
Design Quality: Innovation, functionality, and compliance with RFP requirements.	1-20		20%		
Experience: Proven track record of similar successful projects.	1-20		15%		
Timeline: Ability to meet the proposed project timeline.	1-20		20%		
References: Positive feedback from previous clients.	1-20		15%		
Cost: Reasonableness and competitiveness of the proposed	1-20		30%		
TOTAL SCORES					