

Proposal Evaluation Worksheet

This worksheet is intended to evaluate proposals submitted in response to RFP: _____

This RFP was released on _____ and closed on _____

The Following Criteria will be used to evaluate each submission.

1. Has the Proposer fulfilled all of the mandatory RFP requirements?
2. Bid Proposal Form and Qualifications
3. Proposer's Approach to the Scope of Work
4. Experience
5. References
6. Proposed Costs

Please score all proposals on a scale of 0-10 in each category, with zero being the worst and ten being the best. Then total each score at the bottom.

Category	Vendor Name	Vendor Name	Vendor Name	Vendor Name
Has the Proposer Fulfilled all of the mandatory RFP requirements				
Bid Proposal Form and Qualifications				
Proposer's Approach				
Experience				
References				
Proposed Cost				
Total:				

Reviewed By: _____ Date: _____