



RFQ Evaluation Criteria

This form has been designed to guide the RFQ vendor selection committee on how to choose the most qualified vendor to fulfill the request. Please rate the vendor on a scale of 1-5; 1 being the least qualified and 5 being the best qualified.

	Insert Vendor 1	Insert Vendor 2	Insert Vendor 3
Was the estimate/proposal submitted by deadline?			
Was the estimate/proposal submitted in a presentable/professional manner (letterhead, contact info, etc)?			
Was the estimate/proposal submitted clear and concise?			
Was the estimate/proposal relative to the request?			
Does the vendor have relative experience in the market?			
Does the vendor have the capacity to fulfill the request?			
TOTAL:			

There is an allowable 30 pts max. per vendor, the vendor with the highest point value will be selected based on scoring

Selected Vendor: _____
Comments: _____
Evaluator Name: _____
Signature: _____
Date: _____