



D-SOURCE RFP Evaluation Scorecard

Use this scorecard to review, evaluate, rate, and compare proposals from professional service providers.

CRITERIA	SCORE Rate each criteria on a scale of 1-5 with (1) being the lowest score and (5) being the highest score in each category		
	COMPANY A	COMPANY B	COMPANY C
THE PROPOSING COMPANY			
Accessibility, quantity, and quality of available public information about the proposing company (e.g. Phone, Email, Office Address, Website, Social Media Pages, Customer Reviews, etc.)			
Your ability to meet face-to-face with the proposing company before and throughout the duration of your project or service			
The proposing company's tenure in their respective industry			
The proposing company's expertise in specific areas of your project or need			
The overall expertise of the Proposing Company in specific areas of your business industry			
The reputation of the Proposing Company as represented in the response and the quality of the references.			
COMMUNICATION			
The overall responsiveness of the proposing company to email, phone, and other communications.			
The overall quality of the proposing company's email, phone, and other communications.			
The personalization and warmth of the proposing company's email, phone, and other communications.			
PROPOSAL CONTENTS & QUALITY			
The quality and completeness of background information about the proposing company			
The proposing company's demonstrated knowledge of the specific aspects of your business and industry.			
The quality, completeness, and alignment of the Scope of Work with your company's project or need.			
The overall responsiveness of the proposal in clearly stating an understanding of the project.			
The quality of resumes' and other professional background information on the team responsible for carrying out your project.			
The overall quality of the proposal			
THE PROFESSIONAL TEAM			
The experience and background of the Primary Contact(s) or Project Manager(s)			
The availability of the Primary Contact(s) or Project Manager(s) to collaborate on your project			
The Primary Contact(s) or Project Manager(s) prior experience in your business industry.			
The experience of staff who will support the Primary Contact or Project Manager.			
The availability of staff who will support the Primary Contact or Project Manager.			
PROPOSAL CONTENTS			
A detailed, clear scope of work specialized for your project			
Bona Fide Work Samples			
The quantity and quality of references			
The quality of professional team resumes			
SCORE TOTALS:			
COST Do not score. Record actual \$\$ amounts in this section. (Evaluate only if all other evaluation criteria from two or more proposing companies are equal.)			
Deposit			
Hourly Rate(s)			
Retainer			
Total Project cost			