



DSOURCE 'Contractor Scoring Evaluation' Template

Each criteria provided in the below five (5) categories is of equal value. Use this scoring evaluation to evaluate proposing companies for your construction project. Adequate companies should fulfill all criteria noted with an "*"-. scoring at least 10/16. Proposing companies with the highest score should receive priority consideration to execute the project.

COMPANY NAME: _____

Description	Criteria	Max Score	Earned Score
The Company	The proposing company is legally incorporated and organized*	1	
	The company has adequate liability insurance(s)	1	
	The proposing company's leadership and values are aligned with those of my company	1	
	The proposing company(s) has an office, headquarters, or accessible location in my community. I am able to meet with leadership face to face whenever necessary and with minimum travel.	1	
Total Company Score		4	
The Professional Team	The proposing company and its project managers are professionally certified and/or licensed to perform the required duties*	1	
	The experience and reputation of the Proposing Company is substantiated by the response and the quality of their references.*	1	
	The experience and reputation of the Proposing Company is represented in the response and the quality of individual resumes. *	1	
	The experience and reputation of the Proposing Company is represented in the response and the quality of the previous work samples. *	1	
Total Professional Team Score		4	
Communication	The proposing company responds to communications in a warm and timely manner*	1	
	The proposing company provides professional, high-quality, written responses to questions and concerns.*	1	
Total Communications Score		2	
Industry Experience	The proposing company has experience working with clients in my industry	1	
	The proposing company demonstrates a knowledge of the risks and best practices associated with my industry and the project.	1	
	The proposing company has the capacity to provide multiple necessary services for my company within the project scope	1	
Total Industry Experience Score		3	
The Proposal	The proposing company has provided a high-quality proposal that demonstrates a clear understanding of the project.*	1	
	The proposing company's proposal includes a detailed scope of work with deliverables and a timeline*	1	
	The proposing company has demonstrated technical ability to perform the required services.*	1	
	The company has submitted organized, detailed, and aesthetically pleasing materials	1	
Total Proposal Score		4	

TOTAL COMPANY SCORE: ____ / 17