

## **Audit and Design: MWBE Evaluation Rubric Template**

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**About:** This customizable rubric template is designed to help organizations evaluate Minority- and Women-Owned Business Enterprises (MWBEs) based on values such as mission alignment, performance, innovation, diversity, and collaboration.

**Usage Description:** This template can be followed to evaluate MWBEs to guide the design and audit stage of a CCRH (Clean Energy Community Resilience Hub) project.



# MWBE Evaluation Rubric Template

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## Objective:

This customizable rubric template is designed to help organizations evaluate Minority- and Women-Owned Business Enterprises (MWBEs) based on values such as mission alignment, performance, innovation, diversity, and collaboration. Inspired by Beacon Climate Innovations' rubric, it empowers teams to define their own priorities and set transparent, values-driven selection criteria.

## How to Use

1. Review and adapt the sample criteria to reflect your organization's priorities.
2. Use the descriptions in each column to assign a score from 1 (lowest) to 5 (highest).
3. Add examples of acceptable evidence for each criterion to standardize the evaluation process.
4. Use this rubric when selecting or renewing vendor contracts, evaluating grant partners, or conducting equitable procurement reviews.

## Rubric Criteria Table

Below is a sample framework. Replace with your customized criteria and scoring definitions as needed.

### Example Criterion: Demonstrated Commitment to Mission

**\*\*Description\*\***: Assesses the MWBE's alignment with your mission (e.g., sustainability, equity, innovation).

**\*\*Scoring Scale\*\***:

- 1 – No formal mission statement or values alignment.
- 2 – Vague or minimal reference to mission-aligned goals.
- 3 – Clear mission statement and some action taken (e.g., pledges, partnerships).
- 4 – Demonstrated alignment via policy, regular progress, and accountability.
- 5 – Exceeds expectations; nationally recognized for values-driven impact.

**\*\*Examples of Evidence\*\***: Mission statement, signed pledges, DEI policies, partnership documentation.

Score: \_\_\_\_\_ / 5

## Final Tips

Consider adding a scoring rubric with totals and weighted categories. Encourage evaluators to review documentation provided by the MWBE to support scoring.