

SAMPLE

Criteria for Evaluation of a Bid or Offer

OVERVIEW OF EVALUATION

[Soliciting agency] can evaluate bid quotations based on “cost only” or on cost plus other factors incorporated into the evaluation. Each agency must decide prior to issuing the solicitation how they will evaluate all bid submissions.

If [Soliciting agency] established minimum requirements (specified in the solicitation), they may not evaluate any bid submissions that do not meet those minimum requirements. [Soliciting agency] notifies the entity offering the bid that they did not meet requirements and which requirement(s) they did not meet.

[Soliciting agency] must maintain the evaluation work papers in the Procurement Solicitation File.

CRITERIA FOR EVALUATION

Criteria	Proposal Points
Price	50
Financial Resources	10
Technical Resources	10
Background and Experience	15
References	15
TOTAL	100

EXAMPLE:

Proposal A: price was \$20k; \$100k working capital; all applicable tools; 10yrs experience; one reference was excellent and two were good.

Proposal B: price was \$18k; \$75k working capital; all applicable tools; 15 years experience; two references were excellent and one was good.

Proposal C: price was \$17k; \$150k working capital; all applicable tools; 12 years experience; two references were excellent and one was good.

Evaluating the criteria other than cost, the proposals received the following scores:

Criteria	Proposal A	Proposal B	Proposal C
Price	40	45	50
Financial Resources	8	5	10
Technical Resources	10	10	10
Background and Experience	5	15	10
References	5	7	7
TOTAL Points	68	75	87