**Proposal Evaluation Form RFP**

**RFP Information:
RFP Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Submission Deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Evaluation Team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **Proposal Evaluation Criteria**

| **Criteria** | **Weight (%)** | **Score (1-10)** | **Weighted Score** | **Evaluator’s Comments** |
| --- | --- | --- | --- | --- |
| **Understanding of Requirements** | **20%** |  |  |  |
| **Technical Approach** | **25%** |  |  |  |
| **Management Plan** | **15%** |  |  |  |
| **Past Performance** | **20%** |  |  |  |
| **Pricing** | **20%** |  |  |  |

**Final Score: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Decision:
☐ Accepted
☐ Rejected
☐ Requires Further Review**

**Evaluator’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**