



# RFP REPORT CARD

ORGANIZATION NAME: \_\_\_\_\_

RFP / PROJECT NAME: \_\_\_\_\_

ASSESSMENT DATE: \_\_\_\_\_

## EVALUATION SUMMARY

SCORE	RFP Area
	Overall Format of Solicitation
	Statement of Work
	Submittal Forms and Attachments
	5 Foundations of Procurement Excellence
	<b>OVERALL GRADE</b>

### FEEDBACK & ANALYSIS:

Strengths:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Areas for Improvement:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



# RFP SCORECARD

	Poor		Average		Great	Comments
	1	2	3	4	5	
<b>OVERALL FORMAT</b>	1	2	3	4	5	
Document is concise / organized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Document is easy to follow / not confusing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No duplications in sections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No inconsistencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clear separation between SOW vs. Proposal information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>STATEMENT OF WORK</b>	1	2	3	4	5	
Purpose is clear, concise, and complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contains a description of the future state	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contains complete current conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Identifies high level goals / expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Identifies schedule & budgetary requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Identifies detailed itemized requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>PROPOSAL FORMS AND ATTACHMENTS</b>	1	2	3	4	5	
Contains proposal forms for vendors to complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Attachments used to organize supplemental information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5 FOUNDATIONS OF PROCUREMENT EXCELLENCE</b>	1	2	3	4	5	
RFP is open to all (no prequalification)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
RFP contains evaluation criteria and weights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
RFP contains any cost / budget / schedule constraints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
RFP minimizes proposal size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
RFP describes the evaluation process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
RFP provides a detailed debriefing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Award Process is based on value (no criteria >35% weight)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Overall RFP Score

*A clear Statement of Work is crucial to the success of any project. It doesn't need to be perfect, but aim to the best you can. Learn more at [center4procurement.org](http://center4procurement.org)*