
RFP Number/Name

		Vendor Name 1	Vendor Name 2	Vendor Name 3	Vendor Name 4
Pricing (per item/service/hour/etc.)		3.00	1.00	5.00	0.00
	Weighted multiplier 15	45.00	15.00	75.00	0.00
Service/Support					
authorized sales/service		3.00	3.00	3.00	
commitment to on-going end-user training		5.00	3.00	3.00	
commitment to meet/exceed minimum response/repair times		3.00	3.00	3.00	
demonstrated program for service/support		3.00	3.00	1.00	
	Average	3.50	3.00	2.50	
	Weighted multiplier 15	52.50	45.00	37.50	
Equipment/Technology					
equipment meets minimum requirements		3.00	3.00	3.00	
demonstrated ability to support existing technology		5.00	5.00	1.00	
demonstrated ability to integrate equipment/software into UVM environment		5.00	5.00	1.00	
	Average	4.33	4.33	1.67	
	Weighted multiplier 15	65.00	65.00	25.00	
Environmental Initiatives					
Energy Star certified equipment		5.00	3.00	3.00	
demonstrated program for recycling parts/toner		3.00	3.00	3.00	
waste reduction		3.00	3.00	3.00	
demonstrated electronic document management solutions		5.00	5.00	1.00	
	Average	4.00	3.50	2.50	
	Weighted multiplier 10	40.00	35.00	25.00	
References					
list of 5 current customers		3.00	3.00	3.00	
list of 3 customer accounts lost		3.00	3.00	0.00	
references within Higher Ed		3.00	1.00	1.00	
references were positive and consistent with requirements		5.00	5.00	1.00	
	Average	3.50	3.00	1.25	
	Weighted multiplier 5	17.50	15.00	6.25	
Documentation					
Completed RFP thoroughly		5.00	3.00	3.00	
Provided COI as requested		3.00	3.00	3.00	
Financial statements		3.00	3.00	3.00	
sample invoice		3.00	1.00	3.00	
Quarterly Report Samples		3.00	3.00	0.00	
	Average	3.40	2.60	2.40	
	Weighted multiplier 5	17.00	13.00	12.00	
TOTAL SCORE		237.00	188.00	180.75	0.00

Other Criteria Evaluators:

Scoring

- * Performance record
- * Safety Record
- * Relevant Experience providing similar services/projects of size

GUIDELINES:

The evaluation committee will need to prepare a written recommendation regarding the RFP evaluation. The committee should incorporate the scoring report and recommend an award to the vendor with the highest score (best proposal). The shaded areas below are examples to include in the written recommendation. This information will be filed with the RFP and likely available as a public record, if requested.

1. EXECUTIVE OVERVIEW:**A. STRENGTHS AND WEAKNESSES:**