- 5. After evaluating all vendor proposals, the committee may identify finalist for Purchasing to invite for negotiations and/ or presentation of a best and final offer.
- 6. During the RFP process, the committee shall maintain complete confidentiality. No member shall communicate with anyone outside of Purchasing or the RFP committee with any preliminary information, results, bids, or internal workings. This will remain in effect until all bidders have been officially notified by Purchasing.
- 7. After the RFP process, any vendor requests for public record documentation shall be forwarded to Purchasing and processed through the VP of Executive Operations, in conjunction with the Office of the General Counsel.
- 8. The final evaluation and selection of a vendor must be approved by the Director of Purchasing Services.

## Sample Guidelines:

Excel - RFP Scoring Report

Word - RFP Evaluation written recommendation guidelines

#### **RFP Number/Name**

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 1	5 <b>45.00</b>	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 1	5 <b>52.50</b>	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 1	5 <b>65.00</b>	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 1	0 <b>40.00</b>	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 <b>17.50</b>	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 <b>17.00</b>	13.00	12.00	
TOTAL SCORE	237.00	188.00	180.75	0.00
	237.00	100.00	100.75	0.00

#### Other Criteria Evaluators:

#### <u>Scoring</u>

\* Perfomance record

\* Safty Record

\* Relevent Experience providing similar services/projects of size

# RFP Evaluation Written Recommendation Guidelines

## RFP#:

**RFP** Title:

### **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: