

**RFP Evaluation Criteria Form – Disaster Recovery Consulting Services**

**Applicant:** \_\_\_\_\_

**Reviewer:** \_\_\_\_\_

**Date Evaluated:** \_\_\_\_\_

Proposals will be evaluated on the following criteria:

On the basis of financial responsibility, technical abilities, other qualifications and abilities, past performance (experience), answers to the RFP attachments, compliance and acceptance of the terms contained in the RFP and other relevant factors.

Sample rubric:

Points	Guidance
10	Couldn't imagine a better response
9-8	Excellent, insightful response
7-6	More than adequate response
5-4	Adequate response, no special insights
3-2	Inadequate response
1.9-1	Totally inadequate response
0	No response given

\*Can adjust to scale of total possible points per criteria

Criteria	Possible Points	Points Awarded
<b>1. Financial Responsibility</b>	0-10	
<b>2. Technical abilities</b>	0-10	
<b>3. Other qualifications and abilities</b>	0-10	
<b>4. Past performance (experience)</b>	0-10	
<b>TOTAL POINTS POSSIBLE</b>	40	
<b>TOTAL SCORE</b>		