

Commercial Vendor RFP Scoring Criteria & Evaluation Form

USDA procurement regulations require that an evaluation and scoring plan be included in the RFP prior to the solicitation of any proposals. **SFAs must not change or by-pass the published evaluation and scoring criteria to circumvent full and open competition.** SFA must complete the **Evaluation Criteria (Column A) and Weighting Factor Percentage (Column B) sections** in the table below as part of the RFP. SFA can select up to 6 additional criteria from the sample criteria provided in the Sample Commercial Vendor RFP Scoring Criteria (Form #247) or develop their own. **SFA must assign a Weighting Factor Percentage (Column B) for each criterion and #1 Total Cost, must have the highest weighting factor percentage and remain on the form as the first criterion.** Once the proposals are received, the evaluators must assign a score to each criterion ranging from 1-5 points (Column C). Each score in Column C must be multiplied by the assigned weighting factor percentage to get a weighted score in Column D. **When evaluating the proposals, scoring must be done individually and not as a group.**

<i>Column A</i>	<i>Column B</i>	<i>Column C</i>	<i>Column D</i>
The Criteria Used in Evaluating Proposals The points awarded range from 1 to 5, with 5 being the highest score and 1 being the lowest	Weighting Factor Percentage	Points Score 1 to 5	Total Weighted Score Multiply Column B X C
1. Total Cost: points awarded to the cost of the contract will be based on the lowest total cost receiving the most points with decreasing points for each vendor's higher cost.			
2.			
3.			
4.			
5.			
6.			
7.			
Weighting Factors in Column A should total 100% Total Score is the addition of all totals in Column C	100%		Total Score

To average the scores, add all total scores for each individual vendor and divide by the number of evaluators.

Print Name of Evaluator & Title: _____

Signature: _____ Date Evaluated: _____

Commercial Vendor Name: _____ Date of Proposal: _____