

Website Proposal Evaluation Form

Contractor: _____

Date Evaluated: _____

Proposals will be evaluated on “best value” based on the evaluation criteria as stated below. The cost proposal will not be opened by the review committee until after the qualifications points are awarded. A 1000-point scale will be used to create the final evaluation recommendation. When assessing points, utilize a 1-10 scale which will then be multiplied by the weight assigned.

Points	Guidance
10	Ideal fit for organizational needs
9-8	Excellent fit for organizational needs
7-6	More than adequate fit for organizational needs
5-4	Adequate fit for organizational needs
3-2	Inadequate fit for organizational needs
1-0	Totally inadequate fit for organizational needs

Factor	Weight
Project and Organizational Needs	15%
Qualifications	40%
Plan/Record of Performance	15%
Familiarity with Region	10%
Cost	20%

Evaluation

Criteria	Possible Points	Points Awarded	Multiplier (To be done by project manager)	Total Points
1. Project and organizational needs				
A. Demonstration of understanding of the needs of the project (50 points)	0-10			
B. Demonstration of understanding of the needs of the WPWIB (50 points)	0-10			
C. Demonstration of understanding of desired functionalities of the web-site (50 points)	0-10			
2. Qualifications				
A. Staff assigned to project are qualified for nature of work (200 points)	0-10			
B. Quality of work demonstrated by examples provided (100 points)	0-10			
C. Experience of the Project Manager is detailed (100 points)	0-10			
3. Plan/Record of Performance				
A. Realistic assessments of resources/timelines are provided (50 points)	0-10			
B. Evaluation of the quality of example projects provided (50 points)	1-10			
C. References satisfied with quality of work/continued service (Assessed by project manager) (50 points)	0-10			
4. Familiarity with WPWIB region (To be tallied by project manager)	Up to100			
TOTAL TECHNICAL POINTS (To be tallied by project manager)				
COST (To be tallied by project manager)	200			
TOTAL SCORE (To be tallied by project manager)				

