VENDOR SCORECARD TEMPLATE

CRITERIA CHECKLIST

*Prior to use, update criteria as needed to be consistent with RFP.
Update basis for scoring to have qualitative scoring details.

Scores Available from 1-10. Basis for scoring must be listed with specific examples.

	Baker Tilley	BKD	CBIZ	CRA	Marcum	Rubin Brown	
Cost							**BASIS FOR SCORE**
Score (Should be from 1-10)							
Adequacy and completeness of proposal							**BASIS FOR SCORE**
Score (Should be from 1-10)							
Bidder's understanding of the project							**BASIS FOR SCORE**
Score (Should be from 1-10)							
Compliance with the terms and conditions of the RFP							**BASIS FOR SCORE**
Score (Should be from 1-10)							
Experience in providing like services							**BASIS FOR SCORE**
Score (Should be from 1-10)							
Qualified staff							**BASIS FOR SCORE**
Score (Should be from 1-10)							
Appropriate methodology planned to accomplish tasks							**BASIS FOR SCORE**
Score (Should be from 1-10)							
Response format as required by this RFP							**BASIS FOR SCORE**
Score (Should be from 1-10)							

*Change weights based on company requirements. Total score should = 1.00

CRITERIA SCORES

	WEIGHT	Baker Tilly WEIGHTED SCORE	BKD WEIGHTED SCORE	CBIZ WEIGHTED SCORE	CRA WEIGHTED SCORE	Marcum WEIGHTED SCORE	Rubin Brown WEIGHTED SCORE	NOTES
Cost	0.10	0.00	0.00	0.00	0.00	0.00	0.00	
Adequacy and completeness of proposal	0.10	0.00	0.00	0.00	0.00	0.00	0.00	
Bidder's understanding of the project	0.20	0.00	0.00	0.00	0.00	0.00	0.00	
Compliance with the terms and conditions of the RFP	0.03	0.00	0.00	0.00	0.00	0.00	0.00	
Experience in providing like services	0.20	0.00	0.00	0.00	0.00	0.00	0.00	
Qualified staff	0.15	0.00	0.00	0.00	0.00	0.00	0.00	
Appropriate methodoloy planned to accomplish tasks	0.20	0.00	0.00	0.00	0.00	0.00	0.00	
Response format as required by this RFP	0.03	0.00	0.00	0.00	0.00	0.00	0.00	
Total Score	1.00	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	