**Request for Proposals Best Value Evaluation Form**

**RFP Number:**

The “best value” label is reserved for an evaluation in which all proposals are compared as to each relevant factor and the relative strengths and weaknesses of each proposal are traded-off to determine the best one over-all.  Use of the best value method requires a written explanation of the strengths and weaknesses of each proposal and why the recommended, i.e., “winning” Vendor provides the best value to the State.

Section 3.4 of the RFP provides:

A trade-off/ranking method of source selection will be utilized in this procurement to allow the University to award the contract to the Vendor providing the overall Best Value, and recognizing that Best Value may result in award other than the lowest price or highest technically qualified offer. By using this method, the overall ranking may be adjusted up or down when considered with, or traded-off against, other non-price factors. The Vendors’ bids will be ranked 1, 2, 3, based on the strengths and weaknesses of each bid regarding the listed criteria and by considering the relative importance of those criteria.

**Instructions:**

Provide the names and titles of the evaluators here:

Please summarize the strengths and weaknesses for each vendor in the table below.  Please also provide a ranking of each of the three vendors provided the best value to the State with number 1 being the vendor providing the best value, number 2 being the second best value, and number three being the third best value.  For vendors not in the top three, please note “not in the top three” in the space for rankings.

**Vendor:** Rank:\_\_\_\_ ­­

**Evaluation Criteria: Overall Total Cost**

Summary of Strengths and Weaknesses:

**Evaluation Criteria:  Experience and Qualifications:**

Summary of Strengths and Weaknesses:

**Evaluation Criteria: Response to the Scope of the RFP**

Summary of Strengths and Weaknesses:

**Vendor:**  Rank: \_\_\_\_\_

**Evaluation Criteria: Overall Total Cost**

Summary of Strengths and Weaknesses:

**Evaluation Criteria:  Experience and Qualifications:**

Summary of Strengths and Weaknesses:

**Evaluation Criteria: Response to the Scope of the RFP**

Summary of Strengths and Weaknesses:

**Vendor:**  Rank: \_\_\_\_\_

**Evaluation Criteria: Overall Total Cost**

Summary of Strengths and Weaknesses:

**Evaluation Criteria:  Experience and Qualifications:**

Summary of Strengths and Weaknesses:

**Evaluation Criteria: Response to the Scope of the RFP**

Summary of Strengths and Weaknesses:

**Vendor:**  Rank: \_\_\_\_\_

**Evaluation Criteria: Overall Total Cost**

Summary of Strengths and Weaknesses:

**Evaluation Criteria:  Experience and Qualifications:**

Summary of Strengths and Weaknesses:

**Evaluation Criteria: Response to the Scope of the RFP**

Summary of Strengths and Weaknesses:

**Vendor:** Rank:\_\_\_\_

**Evaluation Criteria: Overall Total Cost**

Summary of Strengths and Weaknesses:

**Evaluation Criteria:  Experience and Qualifications:**

Summary of Strengths and Weaknesses:

**Evaluation Criteria: Response to the Scope of the RFP**

Summary of Strengths and Weaknesses:

**Provide Justification of how the vendor selected as the Overall Best Value provides the Overall Best Value of the Vendor Responses:**