

**Department of Administration
Administrative Services Division**

RFP Evaluation Criteria Worksheet

C O N F I D E N T I A L

Please utilize tab key to navigate to input fields. When completed, print, and obtain the appropriate authorizing signature and date approved. Submit the scanned or PDF version of worksheet through the ASD Business website by selecting "Competitive Selection Request".

Date this form completed (mm/dd/yyyy):	
Requesting Agency Name:	
Agency #:	Budget Account #:
RFP title:	

Item	Evaluations Criteria	Weight
1	Demonstrated competence	
2	Experience in performance of comparable engagements	
3	Conformance with the terms of this RFP	
4	Expertise and availability of key personnel	
5	Reasonableness of cost	
6		
7		
8		
9		
10		
	Total (must add up to 100)	

The evaluation criteria and weighting must be approved by the Division Administrator.

The criteria and weighting above is approved for this RFP:

Print Division Administrator Name and Title

Division Administrator - Signature

Date