

Requisition, Solicitation, and Proposal Evaluation Scoring Guide

CRITERIA	NON-PERFORMANCE	BASIC	PROFICIENT	DISTINGUISHED
Describe the characteristics of each procurement document and its appropriate use in the project.	Does not describe the characteristics of each procurement document and its appropriate use in the project.	Lists, but does not describe, the characteristics of each procurement document and its appropriate use in the project.	Describes the characteristics of each procurement document and its appropriate use in the project.	Analyzes and recommends procurement contracts, describes characteristics and based on procurement requirements, and recommends appropriate contracts and modifications.
Select a procurement document and provide a rationale.	Does not select a procurement document nor provide a rationale.	Selects a procurement document, but does not provide a rationale.	Selects a procurement document and provides a rationale.	Selects a procurement document and provides a rationale; identifies strengths, issues, and risks for using the selected contract in the procurement situation.
Develop bid solicitation criteria.	Does not develop bid solicitation criteria.	Develops bid solicitation criteria that are too vague or broad or are incomplete or irrelevant.	Develops bid solicitation criteria.	Develops bid solicitation criteria that are complete and effective, and includes an explanation of how the criteria were selected.
Explain a strategy or approach for soliciting bids.	Does not explain a strategy or approach for soliciting bids.	Develops a strategy or approach for soliciting bids that lacks essential components.	Explains a strategy or approach for soliciting bids.	Explains a strategy or approach for soliciting bids that is objective and fair to all vendors.
Evaluate risks associated with proposal evaluation.	Does not evaluate risks associated with proposal evaluation.	Identifies, but does not evaluate, risks associated with proposal evaluation.	Evaluates risks associated with proposal evaluation.	Evaluates risks associated with proposal evaluation, evaluates impact, and rates the potential of occurrence and severity.
Apply evaluation criteria to select suppliers.	Does not apply evaluation criteria to select suppliers.	Applies evaluation criteria to select suppliers, with omissions.	Applies evaluation criteria to select suppliers.	Applies evaluation criteria to select suppliers without bias or preference in a competitive market.
Develop a plan to mitigate each major risk.	Does not develop a plan to mitigate each major risk.	Develops a plan to mitigate risks, but does not address all the major risks.	Develops a plan to mitigate each major risk.	Develops a pragmatic plan to mitigate each major risk; identifies individuals to manage risk mitigation.