

 RFP Scoring Rubric – The Lawson Academy

Total Possible Points: 31

Evaluator(s) Name(s): _____

Date: _____

Vendor Name: _____

Evaluation Criteria

#	Criteria	Score (0-5)	Scoring Guide
1	Quality of Services	—	5 – Superior quality 3 – Meets expectations 1 – Questionable quality 0 – Unacceptable quality
2	Cost Competitiveness	—	5 – Highly cost-effective 3 – Reasonable for value 1 – High cost, low value 0 – Unjustified pricing
3	Delivery of Services Timeline	—	5 – Exceeds expectations 3 – Meets expectations 1 – Some delays expected 0 – Unclear or unacceptable
4	Vendor Reputation & References	—	5 – Excellent references 3 – Mostly positive 1 – Limited or mixed 0 – Poor or none provided
5	Compliance Safeguards	—	5 – Comprehensive coverage 3 – Standard service

			1 – Minimal support 0 – No info provided
6	Contract Completeness and Ease of Invoicing	—	5 – Fully compliant 3 – Minor deviations 1 – Major issues 0 – Non-compliant
Instructions followed on bid preparation			1 or 0

Final Score: ____ / 31

Comments / Notes:

Evaluator(s) Signature(s): _____