Vendor Evaluation Report

<Project Name>

|  |  |
| --- | --- |
| Document ID | VENDOR EVALUATION REPORT-v0.1 |
| Version Number | 0.1 |
| Issue Date | April 01, 2020 |
| Classification | Public |

 Copyright Notice

© COMPANYNAME, (original issue year – current issue year)

All Rights Reserved

The information contained in this document is the property of COMPANYNAME. No part of this document may be reproduced, stored in a retrieval system, or transmitted in any form, or by any means; mechanical, photocopying, recording, or otherwise, without the prior written consent of COMPANYNAME. Under the law, copying includes translating into another language or format. Legal action will be taken against any infringement.

The information contained in this document is subject to change without notice and does not carry any contractual obligation for COMPANYNAME. COMPANYNAME reserves the right to make changes to any products or services described in this document at any time without notice. COMPANYNAME shall not be held responsible for the direct or indirect consequences of the use of the information contained in this document.

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version** | **Description**  | **Author (s)** |
| 04/01/2020 | 0.1 | Draft Version | John Doe |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Reviewed By (Customer)** | **Signature** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

The reviewer signoff shall signify the recommendation for acceptance of this document.

**Sign Off**

|  |  |
| --- | --- |
| **Prepared By** | **Reviewed By** |
|  |  |
| <Name> | <Name> |
| Title: <Position> | Title: <Position> |
| COMPANYNAME  | COMPANYNAME  |
| Date: | Date:  |

|  |  |
| --- | --- |
| **Accepted By** | **Accepted By** |
|  |  |
| <Name> | <Name> |
| Title: <Position> | Title: <Position> |
| <Customer Company Name > | <Customer Company Name > |
| Date: | Date:  |

**Table of Contents**

[List of Tables 6](#_Toc38316361)

[List of Figures 7](#_Toc38316362)

[1 Executive Summary 8](#_Toc38316363)

[2 Background 8](#_Toc38316364)

[3 Overview of Proposals 8](#_Toc38316365)

[4 Proposal Evaluation Matrix 9](#_Toc38316366)

[5 Recommendation 11](#_Toc38316367)

# List of Tables

# List of Figures

# Executive Summary

An executive summary is a brief overview of a report designed to give readers a quick preview of its contents. Its purpose is to consolidate the principal points of a document in one place. After reading the summary, your audience should understand the main points you are making and your evidence for those points without having to read every part of your report in full.

# Background

The background of your proposal will provide context to the information discussed throughout the project proposal. The background information will discuss your problem statement and rationale. It helps readers understand your reasons for preparing the project proposal.

Cloud computing is not a technology but a model of provisioning and marketing IT services that meet certain characteristics. Cloud is all about computer services, not products:

* **The infrastructure is shared.** Multiple clients share a common technology platform and even a single application instance.

# Overview of Proposals

Four Proposers submitted proposals that addressed all the services requested by the company and two Proposers submitted proposal only for Option 5. These are described in the following table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Vendor A | Vendor B | Vendor C | Vendor D |
| Experience |  |  |  |  |
| Technical Solution |  |  |  |  |
| Project Cost |  |  |  |  |
| Project Schedule |  |  |  |  |

Table 1: Vendor Comparison

# Proposal Evaluation Matrix

Below are the score for each proposal submitted.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Evaluation Criteria Breakdown** | **Points** | **Vendor A** | **Vendor B** | **Vendor C** | **Vendor D** |
| **Completeness of Response to RFP (Pass/Fail)** |  |   |   |   |   |
| ALL required schedules, forms and informational items have been submitted.  | **Pass/Fail** |   |   |   |   |
| **A. Proposer Qualifications & Experience** | **20 Points** |   |   |   |   |
| Financial stability and ability to provide timely financing for project and prior experience from financing partners to successfully complete the project. | **0-5** |   |   |   |   |
| Team (organizational) qualifications and strengths for all partners; company background and years in business. Strength of assigned team members years of prior experience in technical, project management and demonstrated track record of successful project implementation. | **0-10** |   |   |   |   |
| Strength and relevance of references per RFP submittal requirements for all project phases. Minimum 3 references for successfully completed projects of similar size.  | **0-5** |   |   |   |   |
| **B. Technical Proposal** | **20 Points** |   |   |   |   |
| Completeness and quality of technical documentation for proposed system.  | **0-6** |   |   |   |   |
| Hardware supply, availability, quality and warranties meet or exceed RFP requirements. | **0-7** |   |   |   |   |
| Proposed system meet or exceed RFP requirements. | **0-7** |   |   |   |   |
| **C. Project Costs** | **20 Points** |   |   |   |   |
| Completeness and quality of pricing documentation for proposed system.  | **0-20** |   |   |   |   |
| **D. Implementation Plan and Schedule** | **15 Points** |   |   |   |   |
| Project plan and schedule account for RFP submittal requirements, complexity of project and demonstrates methodology for management of multiple projects across multiple jurisdictions. Project phases and activities are appropriately sequenced and allow for sufficient review time by participating agencies and other authorities having jurisdiction. | **0-10** |   |   |   |   |
| Description of plan for complying with local hiring policies and preferences, and curricula/training integration opportunities. | **0-5** |   |   |   |   |
| **E. Contract Terms & Conditions** | **5 Points** |   |   |   |   |
| Conformance with contract language and unique contracting requirements included in RFP specifications and Exhibits providing maximum value and lowest scheduling, performance and cost risk. Suitability of proposed bidder contract template documents to meet RFP requirements. | **0-5** |   |   |   |   |
| **TOTAL** | **80 Points** |  |  |  |  |

Table 2: Proposal Evaluation Matrix

# Recommendation

Based on the above justification, we recommend the management to proceed with the approval to purchase the System from Vendor A.

|  |  |  |
| --- | --- | --- |
| **Prepared by:** | **Recommended by:** | **Approved by:** |
|  |  |  |
|  |  |  |
| Project Manager | Chief Technology Officer | Chief Executive Officer |
| Date:  | Date: | Date: |