

RFP Evaluation Checklist

Rate the vendor on each of these parameters on a scale of 1 – 10 (10 is the highest rating):

Description of problem

Vendor's description of the problem with respect to:

- Business
- Training
- Logistics
- Technology

Proposed Solution

Applicability of solution to business

Applicability of technology solution (Maintainability, Configurability, Scalability, etc) Effectiveness of Content Architecture

Applicability of instructional strategies to content types

Project management

Detailing of process with milestones, checkpoints, etc

Clarity of project team structure and accompanying roles and responsibilities on both ends – Client and Vendor

Detailing of the vendor - client interaction model

Quality of Configuration Management Plan

SME Engagement Model

Validity of assumptions

QA and Review processes

Risk management plan

Change Management Plan

Budget/Pricing

Price

Payment Terms and Schedule

Warranty

Project team

Relevant skill and experience

Scorecard

Criterion	Weight
Description of problem	15
Solution	25
Project management and schedule	25
Budget/Cost	25
Project Team	10