



# E-Rate Bid Assessment Worksheet

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Funding Year \_\_\_\_\_

Project or Service Description

## Vendor Scoring (use additional worksheets if necessary)

Selection Criteria	Weight*	Vendor # 1		Vendor # 2		Vendor # 3		Vendor # 4		Vendor # 5	
		Raw Score**	Weighted Score***	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score
Prices/Charges											
Understanding of Needs											
Prior Experience											
Personnel Qualifications											
Financial Stability											
Other (describe)											
Other (describe)											
<b>Overall Ranking</b>	100%										

**Vendor Selected:**

**Approved By:**

**Title:**

**Date:**

**Bid Assessment Comments, if needed:**

Notes:

\* Percentage weights must add up to 100%. **Price must be weighted the heaviest.**

\*\* Evaluated on a scale of 1 to 5: 1=worst, 5=best.

\*\*\* Weight x Raw Score