

How to Create an RFP Scorecard

1.

Determine Evaluation Criteria

Gather and list the supplier requirements that are most important to your internal stakeholders. Examples include:

- Market reputation
- Levels of innovation
- Technical and security compliance

2.

Develop a Scoring Matrix

Choose a scoring system and assign each category and question a weight, based on importance

3.

Create Your Scorecard

Keep your list of questions brief and concise. Select a maximum of 5 vendors to keep it simple.

4.

Implement Individual Scoring

Have individual team members conduct scoring privately. Use blind scoring to help reduce bias with suppliers.

5.

Hold a Scoring Team Review

Collectively determine the winning vendor. Present this to executive management for review and final approval.