**State of Maine**

**RFP / Proposal Master Score Sheet**

**Instructions**: *Complete the Master Score Sheet below providing all of the requested information for each bidder that submitted a proposal in response to the RFP. This document is to be included in the Selection Package submitted to the Division of Procurement Services for review/approval.*

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| --- |
| **SCORESHEET FOR RFP# (Insert RFP#): (Insert RFP Title)** |
| **PROPOSAL SUBMITTED BY:** | **(Insert Bidder’s name)** | **(Insert Bidder’s name)** | **(Insert Bidder’s name)** | **(Insert Bidder’s name)** |
| **COST:** | **Cost:** | **(Insert Bid $)** | **Cost:** | **(Insert Bid $)** | **Cost:** | **(Insert Bid $)** | **Cost:** | **(Insert Bid $)** |
| **EVALUATION ITEM** | **POINTS****AVAIL.** |  |  |  |  |
| Section I: Organization Qualifications and Experience | (xx) | (xx) | (xx) | (xx) | (xx) |
|  |  |  |  |  |  |
| Section II: Proposed Services | (xx) | (xx) | (xx) | (xx) | (xx) |
|  |  |  |  |  |  |
| Section III: Cost Proposal | (xx) | (xx) | (xx) | (xx) | (xx) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **TOTAL** | **100** | **(xx)** | **(xx)** | **(xx)** | **(xx)** |
|  |  |  |  |  |  |
| **PROPOSAL SUBMITTED BY:** | **(Insert Bidder’s name)** | **(Insert Bidder’s name)** | **(Insert Bidder’s name)** | **(Insert Bidder’s name)** |
| **COST:** | **Cost:** | **(Insert Bid $)** | **Cost:** | **(Insert Bid $)** | **Cost:** | **(Insert Bid $)** | **Cost:** | **(Insert Bid $)** |
| **EVALUATION ITEM** | **POINTS****AVAIL.** |  |  |  |  |
| Section I: Organization Qualifications and Experience | (xx) | (xx) | (xx) | (xx) | (xx) |
|  |  |  |  |  |  |
| Section II: Proposed Services | (xx) | (xx) | (xx) | (xx) | (xx) |
|  |  |  |  |  |  |
| Section III: Cost Proposal | (xx) | (xx) | (xx) | (xx) | (xx) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **TOTAL** | **100** | **(xx)** | **(xx)** | **(xx)** | **(xx)** |