**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.*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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)** | |