

Bid Evaluation Matrix (Points Based) SAMPLE

There have been many requests for USAC to provide guidance with respect to what information should be included as you conduct your bidding process. Below is an example of information that may be helpful. In addition, retaining this type of information will be very helpful if USAC requests this information in the future. This example is not mandatory or intended to serve any other purpose than to respond to requests for guidance.

In this example, each factor is worth the same number of points as the weighting percentage. Vendors are rated on how well they met each factor. The entries for all factors are then totaled for each vendor. The winning bidder is the one with the highest number of total points. The cost of the eligible products and services must be weighted most heavily.

Number	Factors	Total Points Available	Vendor 1 143xxxxxx ABC Inc.	Vendor 2 143xxxxxx DEF Inc.	Vendor 3 143xxxxxx GHI Inc.	Vendor 4 143xxxxxx JKL Inc.
1	1 Cost of Eligible Products and Services	40*	38	25	38	0
2	2 Experience	20	18	17	20	0
3	3 Availability	10	10	8	7	0
4	4 Minority Business Status	10	6	9	9	0
5	5 In State Preference	10	3	7	10	
6	6 Cost of Ineligible Products	5	4	1	5	
7	7 Project Management Expertise	5	2	1	5	
Total Points		100	81	68	94	0

*This number must be higher than all of the other numbers in this column.

Winning Bidder:

Vendor 3 (GHI, Inc.) is the winning bidder because it has the highest total points.

Disqualified Bidders:

JKL Inc.

All interested bidders received two weeks’ notice of a required pre-bid conference.

JKL Inc. did not attend this conference and did not provide a reason for its absence.