

Sample Bid Evaluation Matrix

| FACTOR | POINTS AVAILABLE | VENDOR 1 | VENDOR 2 | VENDOR 3 |
|---|------------------|-----------|-----------|-----------|
| Price of the eligible products and services | 50* | 20 | 50 | 40 |
| Prior experience with the vendor | 25 | 25 | 0 | 25 |
| Prices for ineligible services and products | 15 | 10 | 5 | 15 |
| Local or in-state vendor | 10 | 10 | 0 | 0 |
| TOTAL | 100 | 65 | 55 | 80 |

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

List of Disqualified Bidders

- Vendor 4**

Reason for disqualification: All interested bidders received two weeks' notice of a required pre-bid conference. Vendor 4 did not attend this conference and did not provide a reason for their absence.

Important things to note about this sample:

The price of the eligible products and services must be the most heavily weighted factor. This means that it must have the highest number of "Points Available." In this sample, the vendors could score up to 50 points for the price of eligible services factor (more than any other single factor).

The applicant rated the vendors on how well they met each factor. Then, they totaled the vendors' point values for all factors.

Vendor 3, with a total of **80** points, is the winning bidder in this sample because they have the highest total number of points.

The applicant disqualified Vendor 4 and noted the reason for disqualification on the bid evaluation matrix (see the "List of Disqualified Bidders" below the matrix).

For more information on constructing a bid evaluation, visit the USAC website at:

<https://www.usac.org/e-rate/applicant-process/selecting-service-providers/how-to-construct-an-evaluation/>