



The RFP Evaluation Checklist

PRE-RFP STAGE

- ☐ Define core evaluation criteria
- ☐ Determine weighting of each criterion
- ☐ Align on functional and non-functional requirements
- ☐ Appoint an evaluation panel (minimum 4 subject matter experts)
- ☐ Confirm procurement's role as facilitator, not evaluator

DURING THE RFP PROCESS

- ☐ Include evaluation guidance in the RFP and at the kick-off meeting
- ☐ Prepare qualitative question sets for non-functional assessment
- ☐ Confirm scoring method and distribute individual scorecards
- ☐ Clarify that pricing will be reviewed separately from qualitative scoring

POST-RFP (EVALUATION PHASE)

- ☐ Evaluators complete scorecards individually
- ☐ Procurement consolidates and presents average scores
- ☐ Host an evaluation panel meeting for discussion and alignment
- ☐ Conduct pricing analysis after qualitative scores are finalised
- ☐ Make final selection decision
- ☐ Document the decision for audit and transparency