Contractor/Supplier Evaluation Template

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Supplier Evaluation** | | | | |
| **Organization name:** | |  | | |
| **Service/goods to be provided:** | |  | | |
| **RFP reference #:** | |  | | |
| **Value of contract:** | |  | | |
|  | **Criteria** | **Details / Comments** | **Value** | **Score** |
| 1. | RFP or other requirements  [list here]  [xxxx]  [xxxx]  [xxxx] | *Describe any areas of concern or where requirements were not met….* | [#] | [#] |
| 2. | Qualifications and experience | *Do they have the appropriate qualifications and experience to perform the work?* | [#] | [#] |
| 3. | Terms and conditions | *Are their terms and conditions acceptable to the First Nation?* | [#] | [#] |
| 4. | Has the organization worked previously with the First Nation? Provide details and an evaluation of the work. | *Evaluate the First Nation’s previous experience with this supplier* |  |  |
| 5. | [xxxx] |  |  |  |
| 6. | [xxxx] |  |  |  |
| 7. | [xxxx] |  |  |  |
| 8. | [xxxx] |  |  |  |
| 9. | [xxxx] |  |  |  |
| 10. | [xxxx] |  |  |  |
| 11. | Price | *Evaluation of the price, results of previous criteria.* |  |  |
| 12. | Other considerations? | *Anything not covered above that should be included in evaluation the supplier i.e. inclusion of local content* |  |  |
| **Evaluation** | | | **Score:** | [XX/XX] |
| Overall comments / recommendation: | | | | % |

### Attachments:

1. Contractor/Supplier response to RFP

2. Results of any previous contractor/supplier evaluations

3. Other supporting information as required