#### Sample Contractor/Supplier Evaluation Template

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Supplier Evaluation | | | | | | | |
| Organization name: | |  | | | | | |
| Service / goods to be provided: | |  | | | | | |
| RFP / Tender reference #: | |  | | | | | |
| Value of contract: | |  | | | | | |
|  | Criteria | | Details / Comments | Value | Score | |
| 1. | RFP or other requirements  (list here)  xxx  xxx  xxx | | *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: | ##/## | |
| Overall comments / recommendation: | | | | | | % | |

**Attachments:**

* Contractor/Supplier response to RFP/Tendering
* Results of any previous contractor/supplier evaluations
* Other supporting information as required