**SOURCE SELECTION CRITERIA**

|  |  |  |  |
| --- | --- | --- | --- |
| Project Title: |  | Date Prepared: |  |

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| --- | --- | --- | --- | --- | --- |
|  | **[1](#A" \o "Describe what a 1 means for the criteria. For example, for experience, it may mean that the bidder has no prior experience.)** | **[2](#B" \o "Describe what a 2 means for the criteria. For example, for experience, it may mean that the bidder has done one similar job.)** | **[3](#C" \o "Describe what a 3 means for the criteria. For example, for experience, it may mean that the bidder has done three to five similar jobs.)** | **[4](#D" \o "Describe what a 4 means for the criteria. For example, for experience, it may mean that the bidder has done five to ten similar jobs.)** | **[5](#E" \o "Describe what a 5 means for the criteria. For example, for experience, it may mean that the job is the bidder’s core competency.)** |
| **Criteria 1** |  |  |  |  |  |
| **Criteria 2** |  |  |  |  |  |
| **Criteria 3** |  |  |  |  |  |
| **Criteria 4** |  |  |  |  |  |
| **Criteria 5** |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **[Weight](#Weight" \o "Enter the weight for each criterion. Total weight for all criteria must equal 100%.)** | **[Candidate 1 Rating](#Candidate_1_Rating" \o "Enter the rating per the criteria above.)** | **[Candidate 1 Score](#Candidate_1_Score" \o "Multiply the weight times the rating.)** | **Candidate 2 Rating** | **Candidate 2 Score** | **Candidate 3 Rating** | **Candidate 3 Score** |
| **Criteria 1** |  |  |  |  |  |  |  |
| **Criteria 2** |  |  |  |  |  |  |  |
| **Criteria 3** |  |  |  |  |  |  |  |
| **Criteria 4** |  |  |  |  |  |  |  |
| **Criteria 5** |  |  |  |  |  |  |  |
| **[Totals](#Totals" \o "Sum the scores for each candidate.)** |  |  |  |  |  |  |  |