



Copier RFP Score Sheet

SCORING MATRIX

The grid below will be used to summarize the evaluation of each individual bid proposal. In general, the evaluations will be based on the following:

- cost, including payment terms and discounts, over the contract period;
- service and maintenance, proposed response time;
- understanding of district needs, volume printing, scanning, faxing;
- manageability of the device, options, software support;

Vendor: _____

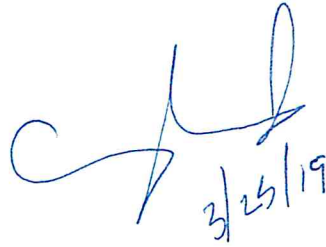
Evaluation Criteria	Possible Score 100 pts	Evaluators' Score
Equipment Requirements	20	
Technical Requirements (faxing, software, etc)	10	
Maintenance/Service/Warranty/Support	20	
Pricing	50	
Total		
Comments		

Evaluator

Date

Vendor	Score 1	Score 2	Score 3	Total Score
ComDoc	0	0	75	25
ProSource	99	98	90	95.6666667
Toshiba	0	93	95	62.6666667
Waltz	100	95	98	97.6666667
Woodhull	97	99	90	95.3333333

Score Sheet


3/25/19