CSG
CONTRACT SERVICES GROUP, INC.
Customer Focused, Quality Driven, Environmentally Responsible

Request for Proposal (RFP) Decision Matrix

Welcome to the instruction page for this file.

This is the PDF version of our Decision Matrix. If you would like to utilize the full Excel version during your review process please call Contract Services Group, Inc. at (800) 732-7236 Ext. 152

This file allows you to evaluate various proposals based on certain user-defined criteria. It also allows you to weigh each criterion that will be considered while evaluating the proposal. The file is set up to review three contractors, but you also have the ability to add more.

It also contains a handout that can be used to take notes by the reviewers.

All cells in grey require manual entry of data.

What is here and how do I use it?

1. The second sheet "Decision Matrix" is where you will find the cirteria such as cost, references, etc. on which the proposals will be evaluated. We have entered sample weight for each criterion, but they can be changed by the user. Ratings will be given for each contractor's proposal . Finally, all this data would be used to evaluate the proposals.

2. The third sheet "Graphs" shows a completed graph of your final evaluation.

3. The fourth sheet "Notes" would be used to take minutes of your evaluation meeting, along with the action items.

For Technical Support Contact Contract Services Group, Inc. at (800)732-7236 Ext. 152 or email sales@csgcares.com

www.csgcares.com

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Note: All cells in grey are Data Entry cells. | All other cells Calculate AUTOMATICALLY

Request for Proposal for Janitorial Services Decision Matrix

Hover over cells with red flags in the upper right-hand corner to view additional information

EMPHASIS

Criterion	Weight
Cost	25%
References	20%
Quality Control	20%
Quality of Service	10%
Green Cleaning Program	10%
Professional Licenses and Certifications	5%
Insurance	5%
Equipment and Product Strength	5%
Comfort/Trust	0%
Total	**100%**

	Rating Scale
0	Fails
1	Poor
2	Fair
3	Good
4	Very Good
5	Excellent

Contract Services Group

Evaluation

Criterion	Cost	References	Quality Control	Quality of Service	Green Cleaning Program	Professional Licenses and Certifications	Insurance	Equipment and Product Strength	Comfort/Trust	Contract Services Group
Rating	5	5	5	5	5	5	5	5	5	5.00
Percentage	25%	20%	20%	10%	10%	5%	5%	5%	0%	100%

Contractor B

Evaluation

Criterion	Cost	References	Quality Control	Quality of Service	Green Cleaning Program	Professional Licenses and Certifications	Insurance	Equipment and Product Strength	Comfort/Trust	Contractor B
Rating	3	5	5	4	4	5	2	1	1	3.33
Percentage	15%	20%	20%	8%	8%	5%	2%	1%	0%	79%

Contractor C

Evaluation

Criterion	Cost	References	Quality Control	Quality of Service	Green Cleaning Program	Professional Licenses and Certifications	Insurance	Equipment and Product Strength	Comfort/Trust	Contractor C
Rating	4	2	3	1	1	0	3	4	3	2.33
Percentage	20%	8%	12%	2%	2%	0%	3%	4%	0%	51%

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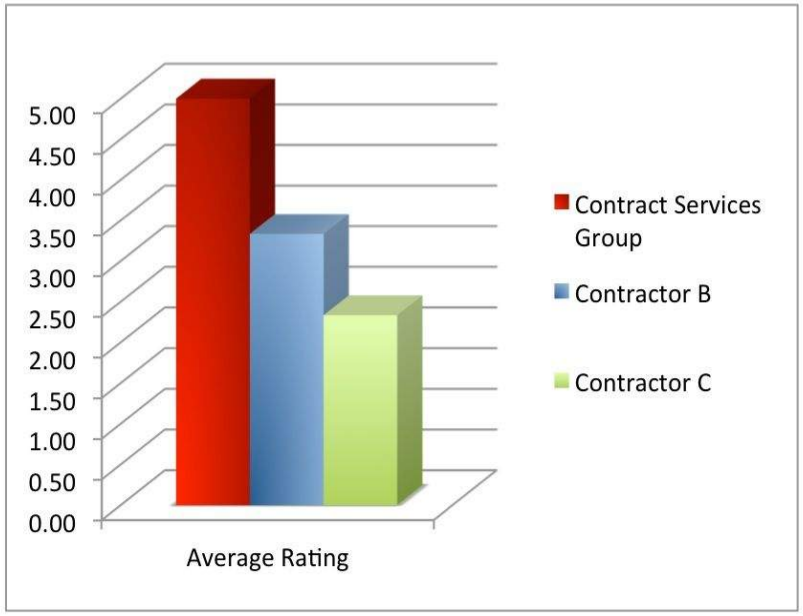
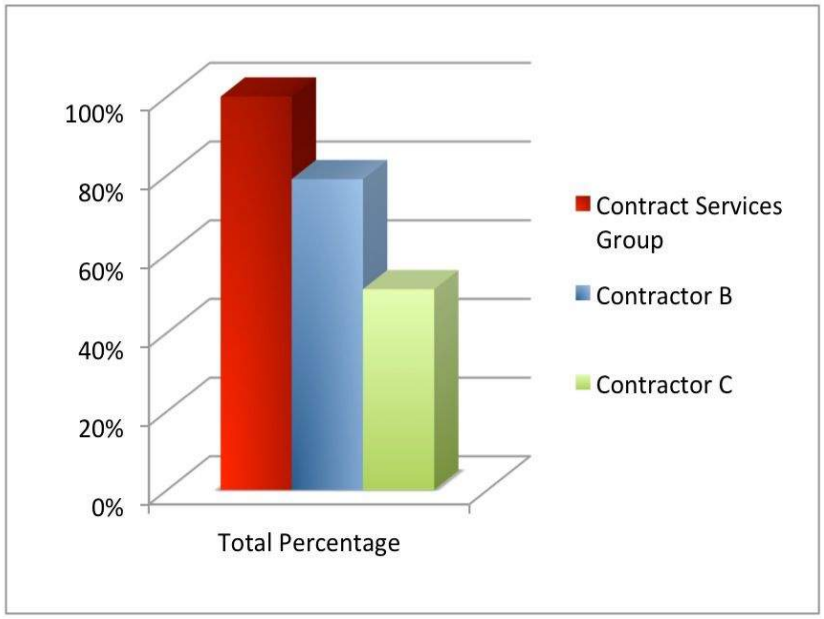
Contractor Evaluation Graph

Contractor	Average Rating	Total Percentage
Contract Services Group	5.00	100%
Contractor B	3.33	79%
Contractor C	2.33	51%

Rating Scale

0	Fails
1	Poor
2	Fair
3	Good
4	Very Good
5	Excellent





Request for Proposal Decision Matrix
Notes

Consultant Presentations Meeting Date:
Attendees:

Notes:

1.

2.

3.

4.

Action Notes

1.

2.

3.

4.