

Award Criteria Rubric

Item to be Purchased

Vendor Name	Vendor Name	Vendor Name

	Criteria	Description	Max Points (Weight)	Points Awarded A	Points Awarded B	Points Awarded C	Notes
1	Purchase Price	Proposal should offer a fair and reasonable price for services to be procured by Kilgore ISD	30				
2	Reputation of vendor and of vendor's goods or services	Proposer should have a solid reputation with other ISDs that shows a high level of customer service and a high level of quality of goods or services. References will be contacted.	10				
3	Quality of vendor's goods or services	Products and services will be expected to operate in accordance with the outlined specifications.	10				
4	Extent to which proposed system meets District needs	Features described in proposal meet requirements as outlined in specifications. Proposed implementation timeline meets Districts needs.	20				
5	Vendor's past relationship with the District	5 points – Good business with KISD, staff recommends using again. 3 points – Good business with no documented issue OR never performed business with KISD but has reputable experience with other schools as documented in reference checks. 0 points - Past performance with KISD or other districts was documented as being poor.	5				
6	Long-term cost to the District to acquire the vendor's goods or services	Annual Maintenance Fees. Future upgrade costs, if known. Ongoing training costs.	15				
7	Vendor's principal place of business is in the State of Texas, or employs 500 people in this state (either-or)		5				
8	Ability to service KISD account with proper staff and insurance requirements	Proof of insurance, if applicable. Customer Support and warranty programs as described in proposal and verified with references, meets or exceeds KISD needs.	5				
Maximum Score:			100	0	0	0	

Directions:

For each criteria, determine point value for each vendor. The spreadsheet will total each column. Please make any notes as needed.