**[insert Contract #]**

**[insert Contract Title]**

|  |  |
| --- | --- |
| **Evaluator Name:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **[insert Vendor Name]** | | | |
| **Evaluation Criteria** | **Max Points** | **Score** | **Comment** |
| [insert criteria from RFP] | [enter max points from RFP] |  |  |
| [insert criteria from RFP] | [enter max points from RFP] |  |  |
| [insert criteria from RFP] | [enter max points from RFP] |  |  |
| [insert criteria from RFP] | [enter max points from RFP] |  |  |
| Pricing (to be evaluated by contract manager) | [enter max points from RFP] |  |  |
| ACA Safe Harbor Fee (to be evaluated by contract manager, if applicable) | [enter max points from RFP] |  |  |
| Total Score | [enter total points from RFP] |  |  |

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| --- | --- | --- | --- |
| **[insert Vendor Name]** | | | |
| **Evaluation Criteria** | **Max Points** | **Score** | **Comment** |
| [insert criteria from RFP] | [enter max points from RFP] |  |  |
| [insert criteria from RFP] | [enter max points from RFP] |  |  |
| [insert criteria from RFP] | [enter max points from RFP] |  |  |
| [insert criteria from RFP] | [enter max points from RFP] |  |  |
| Pricing (to be evaluated by contract manager) | [enter max points from RFP] |  |  |
| ACA Safe Harbor Fee (to be evaluated by contract manager, if applicable) | [enter max points from RFP] |  |  |
| Total Score | [enter total points from RFP] |  |  |

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| --- | --- |
| **Evaluator Signature/Date:** |  |

**Evaluations must be returned by: [insert date]**