



Request for Proposal (RFP) Decision Matrix

Commerical Window Cleaning Services

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) 582-1800 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. This second sheet is Contract Services Group's (CSG) "Decision Matrix". You will find the criteria 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. Within each criterion is a cell with a guideline for rating. CSG can unlock these guidelines for you if CSG is quoting on your facility. Ratings will be given for each contractor's proposal . Finally, all this data will 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 meetings, along with action items.

For Technical Support contact Contract Services Group, Inc. at (800)732-7236 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 Window Washing Systems Decision Matrix

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

EMPHASIS

Criterion	Weight	Rating Scale
Cost	25%	0 Fails
References	20%	1 Poor
OSHA Required Training and Documentation	20%	2 Fair
Insurance & Experience Modification Rating	15%	3 Good
Equipment	10%	4 Very Good
Quality Control	5%	5 Excellent
Comfort/Trust	5%	
Total	100%	

Enter Window Cleaning SIC Code 7349 when Searching Federal OSHA Database

[Click Here to View Federal OSHA Citation Database](#)

Contract Services Group, Inc.

Evaluation

Criterion	Cost	References	OSHA Required Training and Documentation	Insurance & Experience Modification Rating	Equipment	Quality Control	Comfort/Trust	Contract Services Group, Inc.
Rating	5	5	5	5	5	5	5	5.00
Percentage	25%	20%	20%	15%	10%	5%	5%	100%

Contractor B

Evaluation

Criterion	Cost	References	OSHA Required Training and Documentation	Insurance & Experience Modification Rating	Equipment	Quality Control	Comfort/Trust	Contractor B
Rating	4	3	2	4	4	3	3	3.29
Percentage	20%	12%	8%	12%	8%	3%	3%	66%

Contractor C

Evaluation

Criterion	Cost	References	OSHA Required Training and Documentation	Insurance & Experience Modification Rating	Equipment	Quality Control	Comfort/Trust	Contractor C
Rating	2	1	2	3	2	1	1	1.71
Percentage	10%	4%	8%	9%	4%	1%	1%	37%

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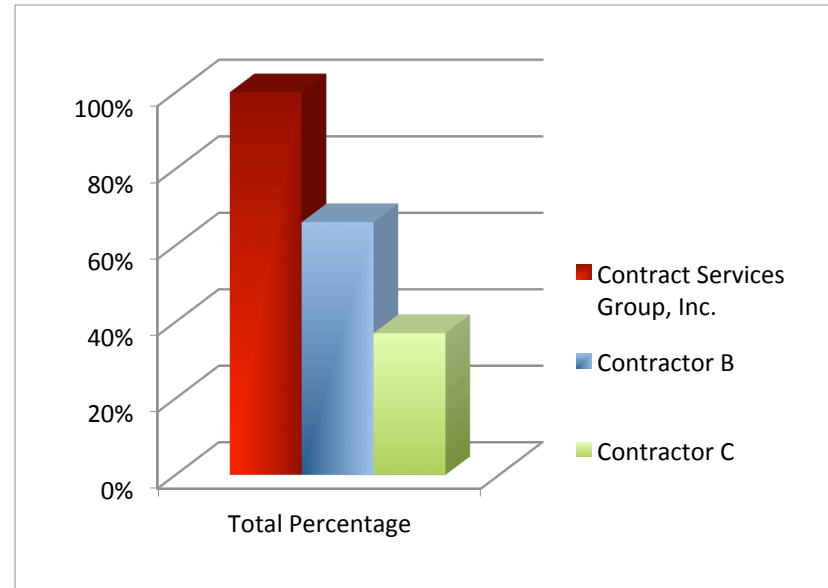
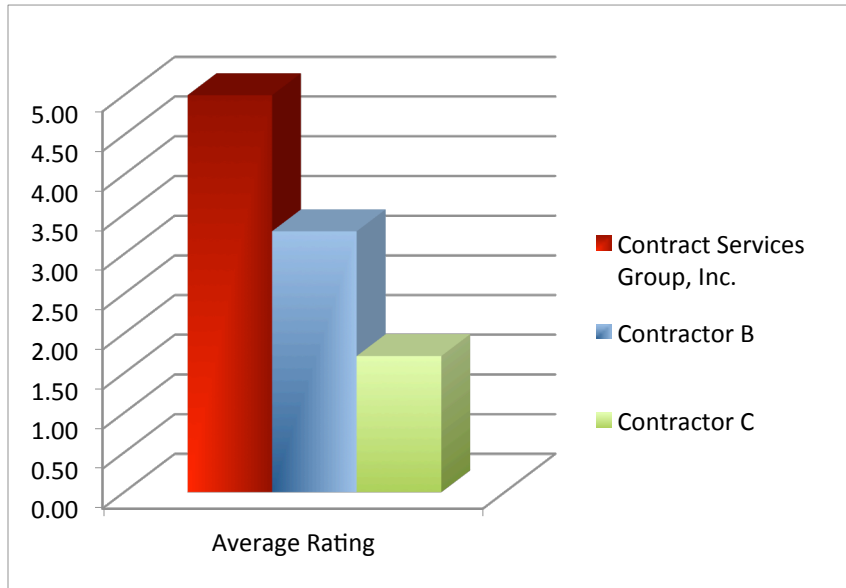
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Contractor Evaluation Graph

Contractor	Average Rating	Total Percentage
Contract Services Group, Inc.	5.00	100%
Contractor B	3.29	66%
Contractor C	1.71	37%

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.
