

Evaluation Criteria for Consulting Services

Date: [Insert Date]

To: [Consultant's Name]

[Consultant's Address]

Dear [Consultant's Name],

We would like to express our appreciation for your proposal submitted for the [specific project name]. To ensure a thorough evaluation of your consulting services, we have established the following criteria:

Evaluation Criteria

1. **Experience and Qualifications:**
 - Relevant work history in similar projects.
 - Professional certifications and qualifications of team members.
2. **Understanding of the Project:**
 - Clarity of project understanding and objectives.
 - Proposed methodology and approach.
3. **Cost and Financial Viability:**
 - Detailed breakdown of costs.
 - Comparison of value offered relative to cost.
4. **Timeline:**
 - Realistic project timeline with milestones.
 - Proposed start and end dates.
5. **References and Past Performance:**
 - Client testimonials and case studies.
 - Success stories from previous projects.

We encourage you to address each of these criteria in detail to facilitate a comprehensive review of your capabilities.

Thank you for your time and effort in this process. We look forward to your timely response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]