

# Vendor Proposal Assessment Criteria

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

## Proposal Assessment Criteria

1. **Experience and Qualifications:**
  - Relevance of experience.
  - Certifications and qualifications.
2. **Technical Capability:**
  - Technical solutions offered.
  - Team expertise and resources.
3. **Cost Effectiveness:**
  - Overall cost vs. budget.
  - Value for money analysis.
4. **Compliance and Risk Management:**
  - Adherence to regulations.
  - Risk assessment strategies.
5. **References and Past Performance:**
  - Previous client feedback.
  - Success stories and case studies.

Thank you for your proposal. We look forward to reviewing your submission based on these criteria.

Sincerely,

[Your Name]

[Your Position]

[Your Company]