

# Evaluation Framework for Business Proposals

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Evaluation Framework for Business Proposals

Dear [Recipient Name],

We are pleased to present the evaluation framework for assessing business proposals submitted for consideration. This framework is designed to ensure a comprehensive and unbiased evaluation process, allowing us to identify proposals that align with our strategic objectives.

## Evaluation Criteria

1. **Relevance:** Does the proposal align with our business goals?
2. **Feasibility:** Is the project practical and achievable within the specified timeframe?
3. **Cost-Effectiveness:** Are the projected costs justified in relation to anticipated benefits?
4. **Innovation:** Does the proposal offer creative solutions or unique approaches?
5. **Scalability:** Can the project be expanded or adapted in the future?

## Scoring System

Each criterion will be rated on a scale of 1 to 5, with 1 being poor and 5 being excellent. The total score will help rank the proposals for further consideration.

Thank you for your attention to this matter. We look forward to your insights and contributions during the evaluation process.

Sincerely,

[Your Name]

[Your Position]

[Your Company]