

CTOMETRY · FREE TOOL

RFP Scorecard — Template

Weighted criteria, evidence column, blind scoring. Stops the loudest bidder winning by default.

1. Criteria weights (must sum to 100)

Criterion	Weight
Fit for stated outcome	30
Total cost of ownership (3-year)	20
Delivery capability & references	15
Security & compliance posture	15
Roadmap & long-term viability	10
Cultural fit / ways of working	10

2. Score sheet (per bidder)

Criterion	Score 1–5 · Evidence
Fit for stated outcome	
Total cost of ownership	
Delivery capability & references	
Security & compliance	
Roadmap & viability	
Cultural fit	

3. Discipline

- Bidders score in isolation. Compare only after all scores are in.
- No score without a sentence of evidence.
- Weightings are agreed with the sponsor before RFP goes out.

When this workbook surfaces something worth acting on, book a Diagnostic Call at ctometry.co.uk.