

Drafting Scope of Work and Evaluation Criteria for RFP

1. Are we looking for a team or individual?
2. Should we require a retainer or continue with bill per hour?
 - a. If we require retainer what is expected to be included in it?
 - b. This can be left open ended as well and submitters can provide the info as part of RFP response
3. Do we want attorney to attend all meetings or as needed?
4. Do we want in person or tele-meetings would suffice?
5. Do we care where their office is located?
- 6. Most important question – what exactly do we want this person or firm do for us and be experts in which areas?**

SAMPLE Evaluation Criteria	Max Points
Geographic Location and Accessibility	10
Past Performance on Similar Assignments	20
Management Plan and/or Approach	15
Evidence of respondent's expertise and experience with (insert needed services)	15
Key Personnel	15
Cost	25