



# How to setup weighted scoring

Weighted scoring is an approach to RFP evaluation that assigns varying values to proposal responses based on their importance to your business. This approach enables your organization to consider a variety of factors while also focusing on a handful of must-have elements.

When properly implemented, weighted scoring makes it easier to select the right solution with confidence.

## As you implement weighted scoring, keep these best practices in mind.



### Engage stakeholders

Before writing the RFP, create a list of considerations with stakeholders. Then, label each item as a deal breaker, nice-to-have item or outside of scope according to its importance.

 To encourage vendor participation, try to limit your number of deal breaker criteria to five or less.



### Assign weights to questions

Use stakeholder feedback to set weights for each section of your RFP. Then, assign each question in the section a value. For example, based on feedback, you determine the functionality section should be worth 30 percent of the total score. The five questions in that section should total 25 points, making them five points each.

 Use closed-ended questions when possible. For example, consider asking, "Is your company based in the United States" instead of "Where is your company located?" These questions enable quick (or even automatic) scoring.



### Create an RFP evaluation guide

Ensure consistent question interpretation with a scoring rubric. For each open-ended question, give an example of the highest and lowest possible answers.

 Use your initial list of considerations and priorities from stakeholders to help write the sample answers in your rubric.



### Calculate your scores

This is the most intimidating step of weighted scoring, but don't worry, it's easy.

- Average the question score from each stakeholder
- Then, add the question scores to determine the total section score
- Finally, multiply the section score by your determined weight

Example: **Points scored for functionality** **X** **Section weight** **=** **Functionality section total**

**10 x .3 = 3 points**

Criteria	Section score	Weight	Section total
Functionality	10	.3 (30%)	3
Ease of use	20	.5 (50%)	10
Cost	20	.2 (20%)	4

 Because each vendor is evaluated against the same criteria and the highest score wins, the points and weights don't need to add up to a certain total.



### Select vendors with confidence

Once each proposal is scored, compare each proposal side by side. Now you have the information and data you need to make a confident decision.

 RFP software saves time and makes RFP evaluation easier by centralizing stakeholder feedback, enabling easy customization and automating weighted scoring calculations.

Even when evaluating complex purchases, weighted scoring provides a clearer, more objective approach to vendor selection. Learn more about how RFP software helps at [rfp360.com/issue-rfps](http://rfp360.com/issue-rfps).

