

**Request for Qualification**  
Creative Services

Vendor Name \_\_\_\_\_

**QUALIFICATIONS: PASS/FAIL**

	Section 2.1.1 Review	PASS	FAIL
1	Section 2.1.1.1		
2	Section 2.1.1.2		
3	Section 2.1.1.3		
4	Section 2.1.1.4		

**PORTFOLIO: PASS/FAIL**

5	Section 2.1.2 – Higher Ed Portfolio Example		
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**Must pass all five (5) sections to move on to portfolio review and reference checks.**

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Creative Services

Vendor Name \_\_\_\_\_

Evaluator Name \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

**PORTFOLIO: 50 Points**

Points Awarded = 

RATING						
High	Medium	Low	Weight	Score*	Possible Points	

		High	Medium	Low	Weight	Score*	Possible Points			
1	Portfolio [Section 2.1.2]	5	4	3	2	1	0	10		50

\*Score = Rating X Weight

**PORTFOLIO POINTS AWARDED = \_\_\_\_\_/50**

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Vendor Name \_\_\_\_\_

**REFERENCES: 30 Points**

Points Awarded =		RATING						Weight	Score*	Possible Points
		High	Medium			Low				
1	Client Reference 1 [Section 2.2]	5	4	3	2	1	0	2		10
2	Client Reference 2 [Section 2.2]	5	4	3	2	1	0	2		10
3	Client Reference 3 [Section 2.2]	5	4	3	2	1	0	2		10

\*Score = Rating X Weight

**REFERENCE POINTS AWARDED = \_\_\_\_\_/30**

**PORTFOLIO EVALUATOR ONE = \_\_\_\_\_/50**

**PORTFOLIO EVALUATOR TWO = \_\_\_\_\_/50**

**PORTFOLIO EVALUATOR THREE = \_\_\_\_\_/50**

**TOTAL POINTS= \_\_\_\_\_ / 180**

**(Minimum score of 135 needed to advance to training)**