Evaluation Form
Written Tender Response

Company Name: [insert]

Stage 1: evaluation of written tenders

Date completed:

Score rating are as follows:
1 - Poor / 2 - Average / 3 - Good / 4 - Very Good / 5 - Excellent

Stage 1: criteria for the evaluation of written tenders		
	Category	**Score**
1.	**Quality of Service**	
	Competency and legal expertise in the relevant area (anti-doping and sports regulatory; contract work; or data protection/GDPR and Freedom of Information) including appropriate qualifications and experience.	
		Total Score:
		Weighting: 60%
	Service Delivery	
2.	Capacity and strength in depth in the firm, to provide the necessary support as and when required	
		Total Score:
		Weighting: 20%
3.	**Costs**	
	Value for money in the legal services provided	
		Total Score:
		Weighting: 20%
Total score for written tender response		

Stage 2: evaluation of presentation/interview

Date completed:

Please note: for those tenderers who are invited to participate in Stage 2, as provided in the Instructions for Tenderers document, the Overall Weighting will be as follows:
Stage 1: 70% of the Total Mark
Stage 2: 30% of the Total Mark

Please rate the team in relation to the questions below:

	Strongly agree				Strongly disagree
Were you convinced by the performance?	1	2	3	4	5
Were the team members' roles clear?	1	2	3	4	5
Did all team members make a valuable contribution?	1	2	3	4	5
Can this team provide a coherent solution?	1	2	3	4	5
Did the team display a good understanding of our issues?	1	2	3	4	5
Were the team enthusiastic about working with us?	1	2	3	4	5
Can this team deliver?	1	2	3	4	5

What key messages did you take away?

What were your overall impressions?