



# HOW TO SET UP WEIGHTED SCORING FOR RFPs

Weighted Scoring is the practice of setting point values within an RFP. Questions about services or solutions that are more valuable to you and your stakeholders are weighted higher.

When properly implemented, weighted scoring can provide significant value throughout the entire RFP process.

**EXPERTS RECOMMEND THESE KEY STEPS TO LEVERAGE THIS POWERFUL PRACTICE:**

1

## Establish agreed upon priorities from the get-go

Before building your RFP, work with stakeholders to determine your key criteria and clearly define the highest priorities. This essential information will define your rubric for weighted scoring.



### Expert Advice

Weight each question, rather than section. While scoring broad categories is easier, it does not provide a true apples-to-apples comparison and could lead to a less than ideal selection.

2

## Identify must-haves and deal breakers

While designing your rubric for weighted scoring, take time to identify inflexible requirements. Incorporating these into your scale with appropriate values will make it easier for you and your stakeholders to objectively and numerically compare each vendor.



### Expert Advice

Craft closed-ended questions – especially for your most heavily weighted requirements. For example, “Do you (or does your system) do x, y, and z?”

Think multiple choice rather than essay questions to enable you and your stakeholders to more easily compare vendor responses and confirm critical decision factors.

3

## Select vendors with confidence

Using fact-based numerical rankings and side-by-side comparisons will allow you and your stakeholders to subjectively make the best decision.



### Expert Advice

RFP solutions with default scoring can significantly speed up your evaluations and automate the process of tabulating scores, especially if your RFP includes dozens of detailed questions.

RFP 

RFP360's end-to-end RFP management solution helps you easily design your RFP and leverage powerful and automated weighted scoring to objectively evaluate vendor capabilities and choose the best solution.

[Contact us to learn more](#)