

# Wired RFP Evaluation Checklist

**SECTION 1: SCOPE & TECHNICAL REQUIREMENTS**

**SECTION 2: EVALUATION CRITERIA**

**SECTION 3: TIMELINE & ACCESS**

**SECTION 4: LANGUAGE & FORMATTING**

**SECTION 5: HISTORY & INTELLIGENCE**



# Wired RFP Evaluation Checklist

## SECTION 1:

### Scope & Technical Requirements

- Are the requirements unusually narrow or specific (e.g., only one way to do the work)?
- Does the scope align *exactly* with a known incumbent's current contract?
- Does the RFP call for a proprietary product, brand name, or system without accepting equivalents?
- Are there unique qualifications or certifications that very few firms possess?

## SECTION 2:

### Evaluation Criteria

- Are evaluation factors heavily weighted toward experience only one contractor is likely to have?
- Are technical evaluation criteria vague, subjective, or hard to quantify?
- Is past performance tied to *exact* prior work the incumbent has done?
- Is price weighted so lightly that cost competitiveness is irrelevant?

## SECTION 3:

### Timeline & Access

- Was the RFP issued with an unreasonably short response window?
- Was the RFP posted over a holiday, weekend, or obscurely?
- Were Q & A responses slow, vague, or clearly favoring prior knowledge?
- Were there no industry day sessions or public Requests for Information (RFIs) prior to the RFP?

## SECTION 4:

### Language & Formatting

- Does the RFP use highly specific language or insider acronyms without explanation?
- Does the structure of the SOW/SOO look copied from a specific company's website or previous proposal?
- Are file formats, templates, or structures oddly specific (e.g., requiring Microsoft Access DB, unique font)?

## SECTION 5:

### History & Intelligence

- Is there a known incumbent doing *almost* the same work with no clear justification for re-compete changes?
- Did you hear about the RFP only after it was posted (with no earlier engagement)?
- Did your BD team feel "shut out" from early market research discussions?

### Scoring Guidance

0-5 YES ANSWERS:  
Likely a fair and open competition.

6-10 YES ANSWERS:  
CAUTION — Investigate further; ask questions and monitor Q & A.

11+ YES ANSWERS:  
Strong chance it's wired. Consider filing a pre-award protest or preparing for future opportunities instead.