

APPENDIX A

Queen's University Library Website Re-Design Project (2003)

Evaluation Criteria Checklist for Assessing Project Proposal Submissions

Design Firm: _____

Criteria	Excellent	Good	Average	Unacceptable
Did they address issues raised in RFP:				
-- design goals				
-- improved ease of site maintenance				
-- accessibility issues				
-- home units distinct but part of overall site				
Proposal re: methodology of developing new design:				
- is it clear how they will/want to work with us?				
- is there a clear project timetable? (i.e. do they seem experienced)				
How many days of consultation are included in their cost?				
How many prototype designs will they prepare?				
- number of versions of homepage, etc.				
- overall number of pages/templates overall?				
Do their technical proposals:				
- match what we requested?				
- are they understandable? (either in amount of detail or explanation of the methodology proposed)				
Are they clear about what they require from us? (e.g. turn-around time on sign-offs, who they will work with, etc.)				

Criteria	Excellent	Good	Average	Unacceptable
Quality of firm's previous work (based on viewing the examples quoted in their proposal)				
References				
Cost: - Are the components itemized?				
- Is it clear what the cost includes / does not include?				

Additional notes: