



# AI Prompt Sheet:

## Drafting Evaluation Criteria with AI

*Use these prompts with tools like ChatGPT to help create clear, relevant, and customized evaluation criteria for your next RFP or vendor selection.*

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### General Prompts for Evaluation Criteria

- “Help me create evaluation criteria for reviewing vendor proposals for [project type]. Criteria should focus on quality, cost, and compliance.”
  - “Give me a sample scoring rubric (1–5 scale) for evaluating contractors bidding on a [describe service or product] project.”
  - “What are the top 5 evaluation criteria I should use to assess proposals for [goal or outcome]?”
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### Customizing for Organizational Needs

- “Suggest evaluation criteria that align with a nonprofit organization’s mission to provide [insert mission, e.g., legal aid or health equity].”
  - “Draft evaluation questions that reflect our values of diversity, equity, and inclusion.”
  - “What criteria should I use to assess whether a vendor understands the needs of low-income or underserved communities?”
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### Scoring & Weighting Assistance

- “Create a weighted scoring matrix for comparing proposals across quality, compensation, and risk. Prioritize quality over cost.”
  - “Help me turn these criteria into a scorecard: [paste your criteria]. Include rating descriptions for each score (1–5).”
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## ✔ Legal & Compliance-Focused Prompts

- “List evaluation criteria that ensure compliance with data privacy laws and contractual risk management for a cloud-based vendor.”
  - “What questions should I ask to verify a vendor’s insurance, licensing, and legal history?”
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## 🧪 Testing & Refining Prompts

- “Review my evaluation criteria for clarity and fairness. Here they are: [paste criteria]. Suggest improvements.”
  - “Help me rewrite vague evaluation criteria into specific, measurable ones.”
  - “Create an example of a proposal that would score high vs. low based on this criterion: [insert criterion].”
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## 💬 Communication & Collaboration

- “Draft language I can use to explain our evaluation criteria to proposal reviewers during a training session.”
  - “Suggest a brief explanation I can include in an RFP document about how proposals will be evaluated and scored.”
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**Tip:** These prompts work best when you include specific project details and your organization’s goals. Don’t be afraid to iterate and ask follow-up questions to refine your criteria!