**VENDOR REQUEST FOR PROPOSAL LETTER**

Date

Company Name

Company Address

RE: Request for Proposal

To Whom It May Concern:

Good day. I am Name of Representative from Name of HOA Association , located at Address of HOA Association .

Our organization is looking for Type or Nature of Services . After considering several companies who can provide the services that we need, we are pleased to inform you that your company has made it into our shortlist of candidates.

We are eager to learn more about your services. If you are willing, we would like to request for your scope of services along with price estimates and other relevant documentation. At Name of HOA Association , we place a lot of value in teamwork and cooperation. We would appreciate it if you could provide a brief summary of why your company would be a great match for our association.

I look forward to receiving your proposal on Due Date or earlier. Thank you for your time and cooperation!

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of HOA Representative**

Position/Title

Contact Information

**VENDOR PERFORMANCE EVALUATION FORM**

Date of Evaluation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Performed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vendor Information**

|  |  |
| --- | --- |
| Vendor Name: | Nature of Service: |
| Vendor Address: | Contract Terms: |
| Vendor Contact Information: | Point of Contact: |

**Vendor Evaluation**

*Rate vendor from 1 (lowest) to 5 (highest) based on the following criteria:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria** | **1** | **2** | **3** | **4** | **5** |
| **Quality of Service**  Does the vendor provide high-quality service consistently?  Is their service on par with industry standards? |  |  |  |  |  |
| **Timeliness of Service**  Does the vendor deliver services  expected date and time?  Do they have flexibility in scheduling? |  |  |  |  |  |
| **Inventory and Equipment**  Does the vendor have adequate inventory and the proper equipment to deliver expected services? |  |  |  |  |  |
| **Price**  Are vendor’s prices reasonable based on level of service and industry competition?  Are prices cost-effective? |  |  |  |  |  |
| **Financial Stability**  Is the vendor financially stable?  Do they have a good credit rating?  Are there third-parties involved? |  |  |  |  |  |
| **Company Culture**  Is the vendor a good fit for your association’s company culture?  Does the vendor share the same values? |  |  |  |  |  |
| **Customer Support**  Does the vendor respond to calls and emails in a timely manner?  Do they have appropriate channels for communication? |  |  |  |  |  |
| **Comments and Complaints**  Does the vendor respond appropriately to comments and complaints?  Does the vendor maintain professionalism? |  |  |  |  |  |
| **Health, Safety, and Environment**  Does the vendor follow health and safety protocols?  How environment-friendly are their services, procedures, or items? |  |  |  |  |  |
| **Ethical and Legal Standards**  Does a vendor utilize best practices in their industry?  Does the company comply with ethical and legal standards? |  |  |  |  |  |
| **TOTAL** |  | | | | |