

Product, Process or Idea Evaluation Sheet

| | | | |
|-------------------|--|------------|--|
| Name | | Phone | |
| | | Fax | |
| | | Email | |
| Address | | Item Name: | |
| Item Description: | | | |

Instructions: Evaluate the product, process or idea using the criteria below. If you check several "Don't Know" boxes, the offerer needs to define product, process or idea. If you rate several criteria as "5", write a no thanks letter.

| Criteria | Rating | | | | | Don't Know |
|------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | 1 | 2 | 3 | 4 | 5 | |
| 1. The product or process is related to a key business issue? | <input type="checkbox"/> |
| | Very | | | Not at All | | |
| 2. I have or can get field input on this issue? | <input type="checkbox"/> |
| | Easy | | | Hard | | |
| 3. Fire leadership would give this product or process a high priority? | <input type="checkbox"/> |
| | Likely | | | Unlikely | | |
| 4. I can easily identify a place for this process or product within the fire business process. | <input type="checkbox"/> |
| | Easy | | | Hard | | |
| | | | | | | |
| | Yes | | No | | Don't Know | |
| 5. The vendor has a product or prototype? | <input type="checkbox"/> | | | <input type="checkbox"/> | | <input type="checkbox"/> |
| 6. A specification is available for a similar product. | <input type="checkbox"/> | | | <input type="checkbox"/> | | <input type="checkbox"/> |
| 7. The process or product improves an existing condition? | <input type="checkbox"/> | | | <input type="checkbox"/> | | <input type="checkbox"/> |
| 8. The process or product corrects a deficient condition? | <input type="checkbox"/> | | | <input type="checkbox"/> | | <input type="checkbox"/> |
| 9. The product is currently being used? | <input type="checkbox"/> | | | <input type="checkbox"/> | | <input type="checkbox"/> |
| 10. Will this be a cache item? | <input type="checkbox"/> | | | <input type="checkbox"/> | | <input type="checkbox"/> |

Completed by: _____
 Date: _____