CompareMetric™

Contractor Bid Decision System | Quick Start Guide

A clear guide to the unique 10 / NOT / NET™ Method. Compare contractor proposals on more than price, clarify missing details, and document your final choice.

What your purchase includes

The editable Excel Notebook with five worksheets and a completed roofing example; this guide; Read Me First instructions; and a purchaser license in the LICENSE worksheet.

Start with a fresh copy

Save the original workbook, then make a separate copy for each project. Open it in Microsoft Excel for best compatibility. Replace the example information with your project and proposals.

The 10 / NOT / NET™ Method

10	Set requirements before judging vendors. Score each response from 0 to 10 against your ideal. A 10 fully meets it; lower numbers show where an offer falls short.
NOT	Record significant disadvantages, exclusions, or risks not already reflected in the 0–10 score. Mark a failed essential requirement as a deal breaker.
QUESTIONS	Send comparable questions to each vendor and record written answers. Update scores, notes, and prices when the answers clarify an offer.
NET	Add the positive requirement scores and apply separate NOT penalties. Compare qualified vendors by NET score and corrected price; you make the final decision.

Example: if a warranty fully meets your requirement, score it 10. If it falls short, score it lower. Do not also penalize that same shortfall under NOT. A failed deal breaker disqualifies the vendor.

Written clarification matters

Some apparent differences disappear after contractors answer questions; others become more serious. Save the questions and written responses with your bids.

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Work through the Excel Notebook

MY PROJECT	Enter the work, budget, schedule, priorities, and required outcomes.
VENDORS	Enter comparable responses, prices, 0–10 scores, separate NOT penalties, and deal breakers.
QUESTIONS	Track unclear items and each vendor’s written answers.
DECISION	Review NET scores, qualifications, corrected prices, and your final rationale.
LICENSE	Read the purchaser’s rights and restrictions. Do not redistribute the workbook.

A fair working sequence

1. Define your priorities in MY PROJECT. 2. Enter every proposal under the same VENDORS requirements. 3. Ask the same material QUESTIONS. 4. Update the comparison after written answers. 5. Review DECISION and record why you chose the winner.

Optional final pricing round

You may request a Best and Final Offer (BAFO) after the same questions have been answered. Give each bidder the same deadline and opportunity, then record revised price and terms before deciding.

Keep a reliable record

Verify licenses, insurance, references, permits, scope, and warranties independently. This is a decision-support tool, not professional advice. Keep proposals, amendments, and emails. Save the finished workbook under a final project name; export the DECISION sheet to PDF if you want a fixed record.

If the workbook looks compressed

Open it in Microsoft Excel, set a comfortable zoom, turn on Wrap Text where needed, and adjust row height instead of shrinking the type.

About the creator

Lumi Sava developed the unique 10 / NOT / NET™ Method from decades of work in engineering, finance, banking, marketing, strategic planning, and international business.