**EVALUATION COMMITTEE INSTRUCTIONS**

**Please read these instructions before the Pre-Evaluation Meeting. It outlines processes and procedures required by statute, rule and policy. If you have any questions or difficulties contact the assigned procurement specialist listed below.**

Thank you for your willingness to serve on the above referenced evaluation committee for this Request for Proposals (RFP) regarding \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. These instructions outline the role of the Evaluation Committee and standards by which the Evaluation Committee will score the Statement of Proposal (SOPs) received for Request for Proposals #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The assigned procurement specialist for this RFP is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and can be reached at: (insert email address)

**OVERALL EVALUATION REQUIREMENTS**

Statute, rule and policy\* all combine to require an evaluation process that affords fair and equitable treatment of all Proposers. The following bullets outline the process used to assure the integrity of the evaluation process:

* Evaluators are selected on the basis of their ability to provide an objective, impartial evaluation of the proposals;
* Proposals are evaluated by an evaluation committee consistent with the process described in the RFP;
* Members of the Evaluation Committee with actual or potential conflicts of interest are required to declare this in writing and may be excluded from participating in the evaluation if a potential conflict exists, and will be excluded if an actual conflict exists; and
* Each member of the Evaluation Committee member shall independently read and score all proposals (that were received on time and that met pass/fail requirements) according to the evaluation criteria set forth in the RFP before attending the evaluation committee meeting.
* Evaluation Committee members shall complete an evaluation scoring sheet for each proposal prior to attending the evaluation committee selection meeting.

\*Reference including, but not limited to: ORSs 244, 279B.060, 279C.110, OARs 125-247-0630, 137-047-0261, 137-048-0220, 137‑048-0240.

***RESPONSIBILITIES\*\****

***Accountability***

As an Evaluation Committee member you are accountable for everything you say, write and do regarding the RFP, each proposal and the evaluation process. Proposal evaluations are part of the RFP and contract files and as such, are public records, including the names of the evaluators. Proposers and any member of the public may review evaluations of all proposals and proposers may use the information to determine whether they submit a protest. Any written comments must be disclosed to any requesting party as part of the public record.

Proposers are entitled to ask for a debriefing and you can be required to attend and defend your position.

To preserve the integrity of the public contracting process, deviation from the Evaluation Committee instructions may result in consequences ranging from excluding an Evaluation Committee member’s scores from the selection process to canceling the RFP and starting over. If you have any questions or concerns regarding the instructions, please contact the assigned procurement specialist identified above.

***Public Record***

A Public record includes any writing that contains information relating to the conduct of the public’s business.

As such, evaluation and scoring sheets and comments are subject to Oregon’s public records laws after the selection phase is concluded. Please note, however; confidentiality must be maintained at least until the issuance of the Notice of Intent to Award letters and sometimes until the execution of the Contract. This protects the integrity of the process and helps ensure fairness. It also limits the number of phone calls from lobbying Proposers.

***Conflict of Interest***

The Evaluation Scoring Sheets prepared for RFP evaluation contain a conflict of interest certification at the top of the first page. If you have, or think you have, a conflict of interest, including any circumstances that could be perceived by others as a conflict of interest, please contact the assigned procurement specialist immediately by phone or email to declare the conflict and its nature. The assigned procurement specialist and management shall review the circumstances of the conflict and determine whether or not it is necessary to exclude you from participating in the evaluation process. This will permit us the opportunity to seek a substitute evaluator. **If you have any questions about what constitutes a conflict of interest, or apparent conflict of interest, contact the assigned procurement specialist immediately.**

**Proposing firms should not contact you about this RFP during any part of the evaluation and selection process.** **If a proposer contacts you about the RFP, contact the assigned procurement specialist immediately.**

Incidental or business contact with proposers to this RFP regarding other contracts and projects is allowed provided there is no discussion regarding this RFP.

***Contact with Others***

Evaluation Committee members shall not independently:

* Discuss any aspect or opinion of Proposers, proposals or proposal ranking, or share information from proposals outside any evaluation committee meeting.
* Discuss the project in any way with Proposers or accept anything from Proposers. This includes gifts and meals. These actions may constitute grounds for rejection of the respective proposal and disqualification of the Proposer.
* Evaluate proposals based on criteria other than those contained in the RFP, or on the basis of information not included in the proposals.
	+ Complete independent research (like internet research), including hyperlinks in the proposal, as part of the evaluation of the proposals, unless required by the RFP and provided in the proposal.
	+ **Contact and discussion of this evaluation with any of the proposers, other evaluators, other Agency staff and Managers, or other persons including, but not limited to, stakeholders and the media is not permitted during this phase of the selection process.** Discussing proposals compromises the integrity of the solicitation process.
	+ **Use personal knowledge about a proposer.**

\*\*Reference including, but not limited to,ORS 192.410 through 192.505, ORS 279B.060, ORS 279C.107, OAR 125-247-0630, 137-047-0261, and “Contact with Others”, below.

**EVALUATION PROCESS FOR THIS PROJECT**

***Evaluation Summary***

The assigned procurement specialist will act as a facilitator and consultant on contractual and procedural matters and will perform the initial review of the proposals to ensure all administrative and submission requirements are met. The assigned procurement specialist will not perform a technical evaluation of the proposals; that is the responsibility of the Evaluation Committee.

We will meet for a Pre-Evaluation Meeting on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

We will meet for the Selection Meeting on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If a member of the Evaluation Committee is not able to attend the pre-evaluation meeting or Selection Meeting in person, immediately notify the assigned procurement specialist to reschedule or obtain an alternate.

After completing pass/fail evaluations, the assigned procurement specialist will provide the evaluation committee with the names of the Proposers.

***Evaluation and Scoring***

The Evaluation Committee shall receive proposals, evaluation scoring sheets, and any other relevant materials based on the RFP.

Each proposal must be evaluated and scored based on the proposers response to the scoring criteria identified in the RFP.

Evaluation Committee members bring various resources, skills, and areas of expertise to the evaluation process. After all committee members have completed their scoring sheets, the Evaluation Committee will meet to jointly discuss the merits of each proposal, make any appropriate changes, document any changes and individually assign Total Scores for each proposal.

Evaluation Committee members shall **independently** review and assign points to each proposal based on the evaluation criteria and scoring methodology established in the RFP. Assign integers for “Points Awarded” only prior to the evaluation committee meeting. **No fractions and decimals.** **Please try to avoid tie scores unless truly appropriate.** If there are sub-criteria without specific weights assigned, then each sub-criterion must be considered to have equal weight.

**If there is a firm that you want to have contacted to request clarification on an issue, send the question and name of the firm to the assigned procurement specialist. DO NOT CONTACT THE PROPOSER YOURSELF.**

Contact the assigned procurement specialist if you need additional information from other staff or if you need clarification from a Proposer about information in their proposal. The assigned procurement specialist will follow-up and provide information to the Evaluation Committee.

Evaluation Committee Members shall:

* Read the RFP and all addenda.
* Read each proposal prior to assigning points.
* Complete an independent Evaluation of each proposal
* Evaluate proposals based **only** on the criteria contained in the RFP
* Complete the Evaluation and Scoring Sheets provided
* **Each score must include written justification or reason** for the score in the comment field for each category.
* If the proposer receives a high score on an item, the comment must reflect why.
* Conversely, if a low score is assigned, the comment must provide the rationale for that as well.
* It is helpful to document the page or pages you found the information or content for your score.
* If a scoring criterion includes sub-criteria, each individual sub-criterion must receive a score. If sub-criteria do not have specific weights assigned, then each sub-criterion must be considered to have equal weight.
* Comments must be objective and based only on the information available in the Proposal.
* Be thorough and objective. Scores should reflect your evaluation of the information presented in the Proposal.

The evaluation process must comply with applicable federal laws, state statutes, rules and Agency policies. Therefore, Evaluation Committee members shall:

* Document and refer all inquires and contacts regarding the RFP from outside of the Evaluation Committee to the assigned procurement specialist.
* Refer all proposal clarification requests to the assigned procurement specialist.
* Put all notes and comments on the scoring sheets. **Use non‑black ink pen** (not pencil) when scoring or making comments/notes on the scoring sheets. Do not erase anything (e.g. scoring, comments, etc). If you make an error in scoring use a single line to line-out the score to be deleted and enter your new score. Likewise with any comments you wish to delete or change, must be dated and initialed. You should then explain the reason for your deletion or change. This leaves a documented trail for persons that may later review these materials that will explain what you have done.
* While reviewing the proposals, if you make notes or other marks on them, please make sure to transfer relevant information to the evaluation scoring sheet. Your comments must support the points given for each evaluation criteria, and must be sufficient to support a challenge/protest.
* The Evaluation Committee is charged with fair and impartial evaluation of the proposals per the RFP requirements and must defend their scores and ranking. Be thorough and objective. Document the basis of points awarded to each evaluation criterion in each proposal on the evaluation scoring sheet in the “Comments” spaces provided.

***Pre-Evaluation Meeting***

The purpose of Pre-Evaluation Meeting is meeting with the Selection Team. The assigned procurement specialist will provide an overview of the:

* RFP and any Addenda
* Evaluation process
* Evaluation guidelines identified in this Memorandum
* Timeline requirements for the RFP
* Evaluation and selection process
* Conflict of Interest and will collect the COI Certification Forms

The Project Manager will provide an overview of the Project.

Please review this Memorandum and the RFP and Addenda prior to the meeting. Proposals and evaluation scoring sheets will be distributed at the Pre-Evaluation Meeting.

***Selection Meeting***

Committee members should feel comfortable with the justification and defense of their respective evaluation and scoring of each proposal. It is not necessary that members concur on any given point. However, this meeting is an opportunity for members to discuss and compare their scores. Reviewing proposals is a laborious task, and members sometimes miss the discussion of a particular criterion, or confuse one proposal with another. Discussion of apparent discrepant scores during the evaluation meeting is an excellent way to identify information that was missed or misunderstood. To repeat, though, it is not necessary that members concur on any given point.

Please sign and date each Evaluation and Scoring Sheet prior to the Selection Meeting. Send the completed Evaluation and Scoring Sheets, as a PDF document, to the assigned procurement specialist not later than \_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2019.

Bring all completed Evaluation and Scoring Sheets to the Selection Meeting.

The assigned procurement specialist will prepare a scoring matrix showing Evaluation Committee member’s scores.

The Evaluation Committee will discuss the scores at the Selection Meeting. Scores cannot be changed unless an Evaluation Committee member failed to consider critical information in a Proposal. All score changes must be clearly documented on the relevant Evaluation Committee member’s Evaluation and Scoring Sheet along with the justification for the change, initialed and dated by the Evaluation Committee member.

Once the Evaluation Committee has discussed the strengths and weaknesses of each Proposal, the assigned procurement specialist shall ask the Evaluation Committee to make a recommendation for intent to award and negotiations the highest ranked firm(s), recommendation to conduct references or for firms to be contacted for interviews, or recommendation to go to the next phase as defined in the RFP.

The assigned procurement specialist shall:

* Prepare a revised scoring matrix to accurately capture scores of each evaluator for each proposal;
* Determine the highest-ranking responsive, responsible Proposal and send the result to the Evaluation Committee for concurrence and written recommendation for Notice of Intent to Award;
* **If Applicable:**
	+ Conduct reference checks,
	+ Notify firms of invitation to interview
* Prepare and issue notice of intent to award a contract, and provide not-selected notices to Proposers not awarded a contract;
* Respond to any protests received.

Thank you for your commitment to serve on this Evaluation Committee. Please contact the ASSIGNED PROCUREMENT STAFF if you have any questions or concerns at any time during the evaluation process.