**AGENDA**

**TEAMs Virtual Platform**

**Welcome**

**Program and Procurement Instructions**

**Evaluations**

**Exit TEAMs Session**

**The TEAMs Meeting Login Information is listed below – Delete if meeting held in person**

Join Microsoft Teams Meeting -Link for TEAMS, delete if meeting held in person

NOTE: If evaluation is held in person, laptops encouraged to prevent copying

**Evaluation RFA/P/Q Instructions**

***(RFA Over and Under $75,000)***

**Facilitator/Procurement Instructions**

1. Facilitator shall monitor the evaluation process to ensure that procurement policies and procedures are being followed.
2. Facilitator shall provide concise for face-to-face meeting or virtual instructions to complete the evaluation process. (e.g., meeting location, lunch time, etc. or providing virtual links and guidance to maintain integrity throughout the evaluation process).
3. Facilitator shall read and provide guidance on procurement forms (RFA/P/Q and rubric).
4. Facilitator shall abreast the evaluators as to requirements to achieve the SOW in the RFP/A/Q.
5. Facilitator shall provide concise instructions to complete all required forms. The Conflict-of-Interest Form must be completed by all evaluators upon notification of the name of vendors/district/entities/etc.
6. Facilitator shall encourage evaluators to provide detailed comments on rubrics.
7. Procurement shall provide evaluators procurement guidance as needed.
8. Facilitator shall answer programmatic questions through TEAMS chat only.
9. Procurement shall be available to answer any procurement related questions through TEAMS chat only.
10. Discussions and collaborations are permissible to ensure the evaluators have a consensus on pertinent information. NO bias discussions are permitted.
11. Once an evaluator completes the evaluation, please indicate this in the Chat Box.
12. The facilitator shall provide further instructions.
13. The score sheets shall be reviewed and verified by facilitator and procurement (initial to verify).
14. The facilitator shall ensure the evaluator completes the Exit Form prior to exiting (all forms must be signed and verified).
    * External evaluators rubrics shall be verified and initialed **prior to exiting** the evaluation. Internal evaluators (MDE staff) can be dismissed while rubrics are verified and initialed as they can be contacted to make corrections.
15. Facilitator shall compile all scores, tally as required and in accordance with procurement guidelines and email to assigned analyst.
16. Assigned analyst shall review, verify, and tally.
17. Procurement Director shall review and sign.

**Evaluator Instructions**

1. Evaluators shall report and sign-in by the starting time of the evaluation process.
2. Evaluators should program their cell phones to vibrate or silence mode.
3. Evaluations will be held in strict confidence and evaluators should not discuss any part of their rating, and comments with anyone.
4. Program introductions shall be delivered by the facilitator and procurement staff.
5. Evaluators shall receive an electronic copy or hard copy of the required procurement forms, solicitation, and proposal/application.
6. Evaluators shall receive concise instructions on how to complete all required forms. The Conflict-of-Interest Form must be completed by evaluator upon notification of the name of vendors/district/entities/etc.
7. Evaluator will not be allowed to rate a proposal submitted by an entity where they or a relative currently are or previously were employed within a ten-year time period.
8. Evaluators shall ask questions and answers shall be entered via CHAT Box, if applicable.
9. Evaluators shall provide input as applicable.
10. Evaluators shall initial and provide score sheets via share point or TEAMS.
11. Evaluators must provide comments for each required weighted criteria on the rubric for Technical, Management, Cost (if applicable).
12. Evaluators shall collaborate and limit their discussions to only the vendor’s solicitation strong and weak points for development of the committee report.
13. Evaluators are responsible for the integrity of the review process and will be held accountable for the selection criteria scoring and outcome of the award.
14. Evaluators shall initial their score sheets upon completion.
15. Evaluators **must** complete the Exit Form prior to adjournment.
16. Evaluator’s identity will be made public during the intent to award phase of the procurement.

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**Facilitator Signature Date**

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**Evaluator Signature Date**

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**Procurement Signature Date**