**Independent Evaluation**

**PROGRAM PROCEDURES**

**Please delete procedures PRIOR to sending evaluator the section below.**

The Mississippi Department of Education’s Office of Procurement and Program Offices must ensure ALL awards are procured uniformly, ethically, sound, competitively, fairly, and transparently. Program Offices are granted permission to lead independent evaluations processes for the following reasons and must meet the requirements set forth below:

1. Procurement Director and assigned analyst must be notified **PRIOR** to scheduling an evaluation.
2. Program Office solicitation weighted criterion are solicited as follows only:
	* Grant Formula (RFA)
		+ Meet a checklist of requirements
	* Rubric requires confirmation of pass or fail (no discussion and no score required)
	* Rubric prescribes for a predetermined score based on receipt of specified information
	* Chief Officer has approved contracts for program office to conduct independent review of proposals.
3. Review procedures below and delete any reference to TEAMS information if evaluation is held in person. *The Office of Procurement TEAMS information will remain for answering questions for in person or virtual evaluations.*
4. Program will monitor the independent evaluation process.
5. Program shall contact the assigned procurement analyst through TEAMS chat **only** for procurement inquires.
6. Assigned analyst shall review and verify rubric scores.
7. Procurement Director shall review final scores.
8. Program shall contact legal for any inquiry related to an agency protest.

**INDEPENDENT EVALUATION**

Name of Solicitation.

**Facilitator Instructions**

*(Facilitator signatures required prior to evaluations)*

*Delete TEAMS information if evaluations are held in person*

1. Chief Officer, Bureau Director, and Facilitator of the requesting program office shall acknowledge full responsibility for the entire evaluation processes.
2. Chief Officer, Bureau Director, and Facilitator, with assistance of the Office of the Attorney General, shall be responsible and respond to any protest brought by public/vendor during the intent to award or award of a contract.
3. Facilitator shall monitor the evaluation process to ensure that procurement policies and procedures are being followed.
4. Facilitator shall be responsible for the committee of evaluators’ integrity and the evaluation process.
5. Facilitator shall read and provide guidance on procurement and program forms, including providing expectations for the agency relative to the RFP/A/Q and rubric.
6. Facilitator shall provide concise instructions to complete the evaluation process. (e.g., providing virtual links, if applicable, providing copies or the responses, and guidance to maintain confidentiality and integrity throughout the evaluation process).
7. 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.
8. Facilitator shall instruct the evaluators of the requirements to achieve the Scope of Work in the RFP/A/Q.
9. Facilitator shall encourage evaluators to provide detailed comments on rubrics.
10. Facilitator shall halt the review process, at any time, during bias communications amongst evaluators.
11. Facilitator shall be available to answer program questions through **TEAMS** chat **only** at appointed date(s) and time(s).
12. Facilitator shall ensure a designated staff member from the awarding office is accessible to the evaluation committee during the evaluation process for questions regarding the proposal requirements.
13. Facilitator shall provide a deadline for evaluators to complete and submit their rubric(s).
14. The rubrics, comments, and scoring shall be reviewed and verified by the reviewer and facilitator.
15. The facilitator shall ensure the evaluator completes the Exit Form prior to relinquishing committee from their evaluation duties. **All** forms must be signed and verified by the facilitator.
16. Facilitator shall tally compiled scores in accordance with the procurement guidelines and email scores to the assigned contract analyst.
17. Bureau Director shall review, verify, and sign off on the tally sheet(s).

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**Facilitator Signature Date**

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**Bureau Director or Above Signature Date**

**AGENDA**

 Name of Solicitation.

**Welcome**

**Sign in**

**Evaluation Instructions**

**Wrap-up**

**Exit TEAMS Session**

**The TEAMS Meeting Login Information is listed below**

Join Microsoft Teams Meeting

Reviewers/Evaluators selected to serve on an evaluation committee must ensure ALL awards are procured uniformly, ethically sound, competitive, fair, and transparent. An independent evaluation process is granted, and evaluator committee must meet the requirements set forth below:

1. Receive program introductions to provide an overview of the agency expectations of services to be provided.
2. Receive an electronic or hard copy of the required procurement forms, solicitation, response(s), and rubric.
3. 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.
4. Provide comments for each required weighted criteria.
5. Limit discussions to only the solicitation and response(s) submitted by the vendor. NO biased communication, no exceptions.
6. Responsible for the integrity of the review process and will be held accountable for the selection criteria for scoring and outcome of the award.
7. Proceed with the independent reviews until a deadline date is established.
8. Review and initial score sheets.
9. Complete the Exit Form prior to adjournment.
10. Agency shall release identity upon a protest of this award.
11. Attend court hearings when summoned.

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**Evaluator Signature Date**