**AGENDA**

*(Signatures required prior to evaluations)*

**Welcome**

**Instructions Evaluations**

**Wrap-up**

**Exit 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

**Facilitator/Procurement Instructions**

1. Facilitator shall monitor the evaluation process to ensure that procurement policies and procedures are being followed.
2. Facilitator shall read and provide guidance on procurement forms (RFP/Q and rubric).
3. 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).
4. The committee evaluates the proposal in three (3) phases -The evaluation committee will review and score the technical factor sections. The vendor’s identifying information is kept confidential during this phase of the evaluation.
5. The evaluation committee will review and score the management factor sections. The vendor’s identifying information is revealed during this phase of the evaluation
6. The budget is shared and a formula applied awarding the lowest bid with the maximum points allowed for the cost factor.
7. Procurement shall provide the name of all vendors and assign a vendor number for the proposal.
8. Procurement shall provide the instructions for the evaluator summary report. (Evaluators shall document strong and week points of the proposals).
9. 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.
10. Facilitator shall instruct the evaluators of the requirements to achieve the Scope of Work in the RFP/A/Q.
11. Facilitator shall encourage evaluators to provide detailed comments on rubrics.
12. Procurement shall provide concise instructions for evaluating and scoring the Technical (Blind) Factor, section of the proposal. (Evaluators shall promptly state and identify the page number for any vendor info found in the Technical section.)
13. Upon completion of the Technical section, procurement staff will administer the factors for Management and Cost (if applicable) sections of the proposal for evaluating and scoring.
14. Upon completion of the Management evaluating and scoring, the price factor weight shall be shared.
15. Facilitator and/or procurement staff shall halt the review process, at any time, during bias communications amongst evaluators.
16. Facilitator and/or procurement staff shall be available to answer program questions throughout the evaluation process.
17. 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, if applicable.
18. The rubrics, comments, and scoring shall be reviewed and verified by the facilitator.
19. The facilitator shall ensure the evaluator completes the Exit Form prior to relinquishing committee duties. **All** forms must be signed and verified by the facilitator.
20. Facilitator shall tally compiled scores in accordance with the procurement guidelines and email scores to the assigned contract analyst.
21. Facilitator shall notify vendors of an award or non-award promptly after the tally verification process.

**Evaluator Instructions**

1. Program introductions shall be delivered by the facilitator and procurement staff.
2. Evaluators shall receive an electronic copy or hard copy of the required procurement forms, solicitation, and proposal/application.
3. 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.
4. Evaluators shall ask questions or provide input as applicable.
5. Evaluators shall promptly state and identify the page number for any vendor info found in the Technical section.
6. Evaluators must provide comments for each required weighted criteria on the rubric for Technical, Management, Cost (if applicable).
7. Evaluators shall collaborate and limit their discussions to only the vendor’s solicitation strong and weak points for development of the committee report.
8. 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.
9. Evaluators shall initial their score sheets upon completion.
10. Evaluators **must** complete the Exit Form prior to adjournment.
11. 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**