**THE MISSISSIPPI DEPARTMENT OF EDUCATION**

**PROGRAM OFFICE FACILITATOR AGREEMENT**

*This Agreement is required for all solicitation request packets!*

*Please read entire document before signing!*

An MDE Program OfficeFacilitator is defined as the solicitation contact assigned to participate in the evaluation process of proposals or applications submitted in response to implementation of a Request for Proposals/Qualifications/Applications ("RFP/Q/A") for services. The MDE Program Office Facilitator understands and agrees that his/her obligation under this Facilitator Agreement is to adhere to the Office of Procurement’s guidelines and procedures for leading an evaluation which will include but not be limited to:

* Facilitate the evaluation process for RFP/Q/A specifications.
* Be in receipt of vendor proposals submitted in response to this RFP/Q.
* Ensure evaluators are qualified and knowledgeable in the field of service to evaluate proposals

and majority are external members.

* Ensure that each participating evaluator has signed all required forms e.g., Evaluator Sign-in, Conflict of Interest, Confidentiality, Evaluator Guidelines, End-of-Review are completed and signed by each evaluator.
* Preserve and protect the integrity of the procurement process.
* Monitor the evaluation process of said proposals.
* Ensure facilitator and/or procurement staff and evaluators are the only people in the room
* during an evaluation.
* Ensure evaluators conduct an effective, accurate and objective analysis of all submitted
* proposals or applications.
* Ensure an evaluator scoring a rubric is the same person conducting an interview.
* Ensure all communication is consistent with the RFP/Q/A content as all portions of the evaluation process including comments and subsequent recommendation(s) will become part of the public record for the contract and subject to the Mississippi Open Records Act.
* Provide programmatic information relative to the RFP/Q/A to the evaluation committee

during scoring and/or during the oral presentations/interviews.

* Contact the Procurement Office for procurement related questions and/or guidance.
* Verify rubric scores upon evaluator’s request.
* Notify the Procurement Office to verify rubric scores PRIOR to an evaluator’s dismissal.
* Provide programmatic information to the evaluation committee only relative to questions

directly related to the RFP/Q/A.

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Program Office Facilitator Date

**Please provide the name, position, program office/entity for each evaluator that will establish the committee in the chart below:**

**EVALUATION COMMITTEE**

*A minimum of five (5) members are required for evaluations; alternates are encouraged.*

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| **Name** | **Position** | **Program Office/Entity** |
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