

RFP/RFQ Committee Member Evaluation Guidelines

As a member or chair of an evaluation committee, you are responsible for the impartial evaluation of each response. This includes maintaining confidentiality of the information in each response as well as committee evaluation discussion. A procurement official shall be responsible for the procurement process, which includes facilitation of the evaluation. Procurement will be the only source of contact between ATU and the vendor.

Evaluation Committee Structure-Each evaluation committee must follow these guidelines.

1. No Procurement official may serve on an evaluation committee.
2. Three to five committee members are required. Seven or more could make it difficult to schedule and may prolong the process. A minimum of three is required.
3. Supervisors and their subordinates may not serve jointly on the same evaluation committee without prior written approval from the Director of Procurement who serves as the APO.
4. Committee members should have knowledge or experience that will allow them to contribute meaningfully to the evaluation process
5. No committee member shall have personal goals that may affect their ability to be impartial such as financial interest, ownership interest, or seeking personal employment. Such interests must be disclosed by the member and the Procurement official will remove that member from the committee.
6. Any appearance of the loss of impartiality should be avoided. This means that all if any committee members have a pending relationship with any of the respondents such as
 - a. The member recently had or seeks a business relationship with or large transaction that would exceed routine purchases of consumer goods or services.
 - b. The member has with the 12 months preceding the evaluation, served as officer, director, trustee, general partner, owner, agent, contractor, employee, clergyman, superior officer, teacher, attorney, consultant, or fiduciary for the respondent.
7. ATU may request employees of other state agencies, state boards and commissions, and colleges and universities serve as committee members. Members of the local community or other experienced evaluators may be chosen to serve as well.

Evaluation Requirements-Evaluation requirements for committee members are below. The committee may narrow down the list of possible awardees by forming a short list from all respondents and issuing a second round of evaluations. If so, the evaluation criteria will be set by the Chair and Procurement to establish a second scoresheet.

Committee Chairperson	Committee Member
<ol style="list-style-type: none"> 1. Notify Procurement of the committee members selected using the above guidelines. 2. Complete evaluation training prior to receiving vendors' proposals. This is found at the ATU video portal under Administration/Business Services. 3. Sign and return to Procurement Services a Confidentiality Statement and Disclosure Agreement prior to receiving the RFP/Q responses. 4. Evaluate responses scoring all fields on scoresheet <u>except cost</u>. 5. Complete and sign individual score sheet 6. Complete and sign consensus score sheet 7. Compose and submit with final scoresheets a recommendation email to Procurement notifying of committee's recommendation. 8. If shortlist is created, repeat steps 4-6. 	<ol style="list-style-type: none"> 1. Complete evaluation training prior to receiving vendors' proposals. This is found at the ATU video portal under Administration/Business Services. 2. Sign and return to Procurement Services a Confidentiality Statement and Disclosure Agreement prior to receiving the RFP/Q responses. 3. Evaluate responses scoring all fields on scoresheet <u>except cost</u>. 4. Complete and sign individual scoresheet. 5. Submit scoresheet to committee chair. 6. If shortlist is created, repeat steps 3-4 for the final scoring.

Please note that cost will be included when responses are shared with the committee, but Procurement will score cost according to the required formula published by the State of Arkansas.

Successful Evaluation-Scoresheet completion and confidentiality

- Keep in mind that all scoresheets are subject to Freedom of Information Act requests. Any notes written on hard-copy responses or notes kept during evaluation are also subject to FOIA requests.
- Evaluation is a confidential process and proposal content must be kept secure with only evaluators and procurement staff.
- Use only whole numbers on evaluation scoresheets.
- Do not leave score fields blank.
- Consider the quality and adequacy of each response as it directly address the specific criterial and assign the score that best corresponds to the quality description of the scoring key.
- If a particular proposal item is outside a member's expertise, the member may rely on the expertise of other members during consensus discussion and assign a score to the best of his/her judgement.
- Scoring must be based on the individual merit of the proposal. Proposals should not be compared and scored against the other proposals.
- Members must score only on the content of the proposal and not on any outside knowledge or other sources. Do not assign points values to non-substantive elements such as font, type size, paper color, etc.
- Do not have side discussions with other members.
- Notify your Procurement contact immediately if you find that a response does not meet the requirements. Procurement will seek a resolution.
- If clarification is needed, do not speak to the vendor directly. Send the clarification request in email to your Procurement contact who will contact the vendor and provide clarification back to the committee.
- Contact Procurement with any questions during the evaluation process.