

## Review Panel Chair

The Chair summarizes the panel procedures at the beginning of the interview so the applicant knows the expected timelines.

Chair reminds everyone to state their name and stakeholder group clearly for the recorder when speaking.

Admin assists with timekeeping, but Chair is also encouraged to keep an eye on the times to ensure equal fairness for all presentations.

It is the chair's responsibility to keep the panel on track and discussion appropriate. The chair will also be the one to ask for the movement to accept/deny the application, call for the vote, and to thank the applicant. The chair will also remind the applicants that they will receive a signed letter within 10 days outlining the panel's decision.

All score sheets are due the same day as the PRC meeting.

During in-person meetings, the chair collects the signed score sheets and gets them to Admin during the transition. These are recorded in the project data sheet, and when there is a denial, the PRC Chair uses the comments to help develop the denial letter.

### **Panel Procedures: Time allotted During Evaluations:**

20 minutes applicant presentation (*with a 5-minute reminder provided*)

15 minutes panel question and answer session

8 minutes for public comments only, no questions allowed (*limited to 2 minutes per person*) unless more total time is needed.

15 minutes for panel deliberations and determination.

2 minutes for Applicant Clarification to correct any misinformation ONLY (if needed).

*No new information is to be added.*

Remind application team to sign-in before they leave.

***Total time: 60 minutes***

### **Note to Public:**

Public comment session will be clearly stated by the panel chair and will follow the panel question and answer session. Please try to limit individual comments to two minutes.

### **Alternative Subcontractor Selection Process (ASSP) Reviews are compressed since the project has already been approved.**

10 minutes for Applicant presentation (*with a 2-minute reminder provided*)

8 minutes for Q&A

4 minutes for Public Comments

7 minutes for panel deliberation and determination

1 minute for Applicant Clarification to correct any misinformation ONLY (if needed).

*No new information.*

***Total Time is 30 minutes***