**Evaluation Team Instructions**

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| Competitive Solicitation: | No. \_\_\_\_\_\_\_ – \_\_\_\_\_\_\_\_\_\_\_ |

**Evaluator Standards Of Conduct**

* Sign and adhere to Certification for Competitive Solicitation Evaluation Team Members.
* Do not discuss the evaluation process or scores with other evaluators or third parties, except during evaluation meetings until winning bidder(s) are announced by the Procurement Coordinator.
* Be committed to mitigating any biases and evaluating bids in an objective and merit-based manner.
* Evaluate based on what is presented in the bid submission and do not use outside information or past experiences in determining the scores.
* Compare bidder responses to the performance requirements, and stated business needs – not to the responses of the other bidders.

**Evaluations Guidelines**

**Step 1. Attend evaluation kick-off meeting.**

During this kick-off meeting, the Procurement Coordinator will:

* Review the evaluator responsibilities as agreed to in the Certification for evaluation team members;
* Go through the evaluation guidelines and score sheet; and
* Answer any questions related to evaluation process.

**Step 2. Conduct independent scoring.**

* 1. Use the following matrix to evaluate each response in an objective and merit-based manner as compared to how well the response addresses the requirement and the stated business needs for that requirement.

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| --- | --- | --- |
| **Score** | **Rating** | **Definition** |
| 100% | Excellent | The response fully addresses or exceeds the requirement and the stated business need. |
| 75% | Good | The response fully meets the requirement and the stated business need, but there is room for improvement. The response has a minor deficiency not in a key area. |
| 50% | Acceptable | The response sufficiently meets the requirement and the stated business need. There are no critical deficiencies, but the response has numerous weaknesses in key areas. |
| 25% | Poor | The response only partially addresses or meets the requirement and the stated business need. The response has critical deficiencies in key areas and has little to no merit. |
| 0% | Unacceptable | There is no response or the response does not meet the requirement. |

* 1. Capture the score for each requirement in column titled **Evaluator Score**.
  2. Explain the score for each requirement in column titled **Evaluator Comments** by providing a brief note as related to things such as:
  + Bidder’s response’s strengths or weaknesses as compared to the stated business needs
  + Completeness of a bidder’s response as related to the requirement

Note: Ensure comments are clear, concise and professionally stated - this information will be used for Debrief Conferences and is subject to Public Disclosure after the winning bidders are announced.

**Step 3. Submit scores**. Send the completed evaluation score sheet to the Procurement Coordinator by ­­\_\_\_\_\_. Do not disclose independent scores to other evaluators until the scheduled group discussion meeting.

**Step 4. Attend group debrief discussion**. Procurement Coordinator will set up a group debrief discussion to address any questions or issues evaluators encountered. Procurement Coordinator will focus the discussion on any requirement or response that had a significant variance in individual evaluator scoring to ensure there was no potential issues. If after the debrief, any evaluators change any of their original scores, they must document justification for each adjustment on their evaluation forms and resubmit the evaluation form to Procurement Coordinator.

**Competitive Solicitation Overview**

**Scope.** [Insert scope overview statement from the solicitation document]

**Other Key Points.** [Insert any other relevant brief summary bullet points from the solicitation document, amendments, or Q&A – we cannot rely that evaluators will go through all the solicitation documents sent to them and review them in detail]