

## RFP EVALUATION COMMITTEE GUIDELINES

Committee Objective: The objective of the evaluation committee is to recommend the supplier whose proposal is most responsive to the project needs within available resources. The supplier must demonstrate their capability by successfully complying with all the requirements.

Committee Tasks: In order to fulfill this objective, the committee members may be required to perform the following tasks:

1. Develop work plan, define Committee member's responsibilities and assign workload.
2. Analyze requirements and develop evaluation criteria to include in RFP. Decide if the criteria is to be separated into mandatory and desirable categories for initial screening checklist. Mandatory requirements must be clearly identified in the RFP. No requirement can be deemed mandatory after the RFP is issued nor can any evaluation criteria be added, deleted or changed. Determine weight (importance) of each criteria. The weights will not be included in the RFP.
3. Develop policy and procedure for benchmark or demonstration of the proposed system.
4. Develop outline and method of reporting final recommendation.
5. Perform initial screening against established mandatory checklist.
6. Evaluate accepted proposals against established evaluation criteria.
7. Evaluate supplier's benchmark or demonstration against established criteria.
8. Analyze and compile results and prepare preliminary draft of recommendation report for Procurement Services review and approval.
9. Sign final summary scoring report and recommendation and submit to Procurement Services for approval.
10. Be prepared to aid in defending the award.

### Committee Rules and Procedures:

1. Each member will be asked whether he/she has a personal interest in any participating supplier and if he/she understands and can perform within the ground rules and procedures.
  - a) Each member should have no personal/financial interest in which supplier is recommended for award. All personal/financial interest situations must be reported on the Conflict of Interest Statement.
  - b) Each member should have a professional interest that the results of the Committee can be supported and defended.
  - c) Each member should have a professional interest that the recommendation of the Committee will lead to the selection of a supplier that can and will provide and/or operate a system (equipment or service) for UNL in an acceptable manner.

2. Supplier contact MUST be strictly through the Procurement Services. If a supplier contacts a member of the committee, the supplier must be referred to Procurement Services. You shall not partake of individual meetings, lunch, entertainment or any other direct contact with suppliers once you have been appointed to the evaluation committee.
3. The committee shall perform as fair an evaluation as possible of all proposals and set aside prejudices. Inherent knowledge of a supplier shall be used judiciously and pertain only to current situations. When a condition arises that an item of evaluation is beyond your knowledge based on past experiences, such items or conditions should be researched to bring yourself to a supportable conclusion.
4. Items of question will be brought before the committee. Contact with suppliers will be conducted through Procurement Services and responses will be presented either verbally to the committee by the supplier or in writing to the committee. If verbally, appointments between the supplier and the committee will be arranged by Procurement Services.
5. During the process of evaluation and while meetings are in session, the committee shall maintain confidentiality. No member shall communicate preliminary conclusions or results of what was bid by the suppliers, or that a given supplier will be selected. All internal workings of the committee shall be kept confidential until the committee has completed its work and its report and all bidders have been officially notified of the selection.
6. After receipt of proposals, each committee member shall conduct an individual evaluation of each proposal.
7. The committee then meets and discusses their individual evaluations. If there are mandatory requirements, those suppliers who do not meet these requirements are eliminated after Procurement Services approval.
8. During committee discussions, each member may change their initial scoring as they see fit. Final scores for each supplier will be totaled for the committee as a whole.
9. If additional information or clarification is needed from a supplier, the committee shall request it through the Procurement Services.
10. The committee should strive to reach a consensus. However, should the committee not reach a consensus, each member may retain his/her scoring and it will be averaged with the others.
11. If these methods produce an unacceptable conclusion to any member, he/she may, at their option, take exception in the committee's final report. Where such differences are matters of fact (mathematical in nature or facts in evidence) and cannot be resolved by consensus, the Chairperson shall rule. A record shall be kept in the event of such rulings.
12. The evaluation and selection of a supplier must be approved by the Director of Procurement Services.