**SAMPLE**

**Evaluation Committee Member Agreement**

Solicitation Name:

Solicitation Number: **RFP**

**Procurement/Evaluation Rules**

1. Non-Disclosure Form – A separate Non-disclosure form is required of all evaluators and technical advisers.
2. Communication
   1. Must not communicate with the respondents/offerors, any other vendors, media, internal staff, coworkers, supervisors, family, etc. regarding this procurement
   2. Must only discuss this procurement with the Evaluation Committee (Evaluation Team) members or other individuals approved by OPS Buyer. Before discussion regarding this procurement, verify with the OPS Buyer that the individual(s) have signed a Nondisclosure Affirmation form.
   3. Send any questions regarding the RFP, scoring, etc. to OPS Buyer. OPS Buyer is the sole point of contact for team and vendors
   4. Inappropriate discussion may result in cancellation of the RFP.
   5. Communication restrictions will remain effective until OPS awards a contract, obtains required signatures and applies all required approvals electronically in eMARS.
3. Consensus Scoring Method
   1. Preliminary Meeting with Evaluation Team for preliminary scoring and justification for score
      * Proposals will be scored in alphabetical order
      * Technical Advisors may not be present during the technical scoring
      * Technical Advisors shall meet with the team and provide their comments/concerns/etc. on each responsive vendor. Technical Advisors who are unable to attend Evaluation Team meetings may email their comments/concerns/etc. regarding the proposals to the OPS Buyer
      * Do not compare responses to each other.
      * Evaluate responses based on HOW WELL the respondent addresses the requirements in the RFP. DO NOT evaluate on whether or not respondent submitted an answer but on HOW WELL they answered.
      * In some cases, as directed by the OPS Buyer, an Agency Procurement Lead will facilitate the preliminary meeting, which includes preliminary notes/scores. The Agency Procurement Lead will bring to the Final Technical evaluation meeting to be held at Finance/OPS with the Technical Evaluators; Technical Evaluators must be prepared to justify preliminary score
      * Clearly mark all notes as “Preliminary” including, but not limited to, any pages printed from the electronic response(s).
      * Look for responses throughout the proposal.
      * Evaluators are responsible for the security of any printed or electronic documents related to the procurement in their possession.
      * OPS Buyer is the facilitator of the process, including scheduling all meetings.
   2. RFP Requirements

Must read the RFP prior to reviewing the responses

shall” vs “should” is defined in the RFP in Sections 30, 60 and 70

* If vendor does not meet a “shall” requirement let OPS Buyer know ASAP.
  1. Evaluation Ranking:
     + 5=Excellent
     + 4=Good
     + 3=Average
     + 2=Weak
     + 1=Poor
     + 0=response not found/vendor “missed the boat”

1. Next Steps
   1. Schedule preliminary and final evaluation meetings (need commitment from the team to be in attendance for all required meetings )
   2. After the final technical evaluation, OPS Buyer will evaluate cost proposals and contact Agency Procurement Lead, if necessary.
   3. Conduct oral demonstrations, if applicable.
2. Open Records-Consensus scoring and justification will be subject to Open Record Requests after the award. Preliminary notes, emails, etc. are also subject to ORR and/or discovery. Please keep your comments appropriate. Keep all documentation secure indefinitely, this includes your proposals and any notes.
3. The evaluation process can be lengthy and time consuming. Your commitment is critical to the success of the evaluation and award of the contract(s). Lack of the required time commitment to the proposal review and evaluation team meetings will jeopardize or delay the award of a contract. Evaluation Team members who cannot meet the time commitments and must resign from the Evaluation Team and continue to comply with communication restriction set forth in this agreement until award of the contract.

As a member of the evaluation committee, I agree to give each offeror fair and equal consideration. I will cooperatively participate and will uphold the procurement and evaluation rules set forth in this agreement. I have discussed the time commitment with my supervisor and verified that vacation, training and other schedules will permit me to be in attendance at required meetings.

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Please **PRINT** First and Last Name Title

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Signature Date

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Agency Email Address