

EVALUATION COMMITTEE KICKOFF MEETING

WELCOME!

THANK YOU FOR TAKING THE TIME TO BE A PART OF THE EVALUATION COMMITTEE WE APPRECIATE YOUR TIME AND EFFORTS

Confidentiality of evaluations and members

- Names of all evaluators remain confidential until award is made
- Evaluators must keep their participation on the committee confidential

Review/Provide copies of "RFP Evaluation Committee Guidelines" with the evaluation team

Discuss Conflict of Interest

- In order to participate, each evaluation member must sign a non-conflict of interest form
- If, based on the specific vendors that responded the RFP, any of the committee members realize they have a real or potential conflict of interest, contact the AHEC Purchasing Office immediately for guidance

Oral presentations

- If oral presentations are conducted, all evaluation members must attend all presentations

Evaluate based only on the factors set forth in the RFP

- Make sure that each vendor is evaluated solely on what is contained in the proposal. Do not factor in information that may have been obtained outside of what is written in the vendor's proposal
- Prior history/experience of any vendor with the AHEC/State of Colorado may only be evaluated as a reference factor, unless the RFP is to expand on a project under which prior experience would be a viable evaluation criterion

Process of Evaluation

- Each evaluator must read the RFP solicitation document prior to scoring proposals
- Evaluation committee must review, understand and agree to the specific scoring methodology for the project
- Upon receipt of proposals, each evaluator must individually read and score each offer
- After individual evaluation, the committee should meet to discuss individual scores and make any changes; wide disparities (>20 points, on a total score of 100) among evaluation team members must be discussed and scores adjusted if possible, to put them in a closer range
- If one or more team members give a vendor a score for a specific criterion, but one or more other team members give them a score of "zero", this must be discussed and resolved. Either all team members give the vendor a "zero" or all members give the vendor some points.

Notify AHEC Purchasing Office if:

- any vendor is evaluated as nonresponsive, notify Purchasing Agent immediately
- any proposal indicates confidential or proprietary information
- any proposal has missing, insufficient information or requires clarification
- failure of a vendor to meet any mandatory requirements
- sections in a proposal response which take exception to any part of the RFP document