

RFP Evaluation Shortlisting

This is an illustration of how the typical RFP evaluation process impacts proposers at different stages. (also see handout *Proposal Evaluation Process*).

START

Proposals due



6 proposals received

Conduct Preliminary Proposal Review (RFP Lead)

RFP Lead opens and reviews 6 proposals for mandatory elements. Three contain deficiencies:

- o 1 missing required bidder form
- 1 missing checklist of mandatory requirements
- 1 submitted "negotiable" as response to cost sheet

Evaluation Committee Kickoff Meeting

RFP Lead distributes the 5 responsive proposals to Eval Committee to begin scoring process.



X

ACTION: 1 proposal rejected for failure to provide pricing. Proposer is **not notified** of proposal rejection at this time.

Independent Review & Scoring

During independent scoring by Eval Committee, several members record questions they have about 2 proposals. Written questions sent via email to RFP Lead with copy to all other members.

Initial Scoring Meeting

RFP manager distributes scores and Committee discusses. Some scores are modified. Based on results, Committee determines 3 proposals are highest scoring and should be invited to a demonstration.

Evaluation Committee rescores after demos and
reviews results. Committee elects to remove one
proposal from further consideration and lock
technical scores.

RFP Lead scores cost proposals of final 2 proposers and provides scores to Committee. Committee requests RFP Lead to do a cost BAFO.

RFP Lead scores cost BAFOs and provides results of re-scoring to Committee. Committee elects to run reference checks for validation for the top scoring proposer.

5 Award Recommendation, Evaluation Committee Report Review

Positive reference checks; Committee agrees final scores and Report are accurate, recommend highest scoring proposal. Agency approves of award notice. Award notice issued to all 6 proposers. Separate disqualification letter also sent to proposer with unresponsive cost sheet.

END