|  |  |  |  |
| --- | --- | --- | --- |
|

|  |  |  |
| --- | --- | --- |
| State of WisconsinDepartment of AdministrationDOA-3835 (R 08/2019)s. 16.75 Wis. Stats |   |  |

**RFP EVALUATION COMMITTEE REPORT** |
|  |  |
| **DEPT/DIV/BUR**  |  |
| **RFP TITLE** |  |
| **RFP NUMBER** |  |
| **DATE OF REPORT** |  |
| **AUTHOR**  |  |
| **AUTHOR PHONE/EMAIL** |  |

The purpose of this report is to concisely summarize the activity and recommendations of the RFP evaluation committee. The Evaluation Committee Report is:

[ ]  authored by the purchasing lead or designee,

[ ]  approved by the evaluation committee,

[ ]  signed by the evaluation committee,

[ ]  and become part of the procurement file.

|  |
| --- |
| **Section 1. RFP SCOPE** |
|  |

|  |
| --- |
| **Section 2. SUMMARY OF RFP DEVELOPMENT PROCESS** |
|  |

|  |
| --- |
| **Section 3. EVALUATION COMMITTEE COMPOSITION** |
| Name | Evaluator or Subject Matter Expert | Agency/organization they represent |
|  |  |  |
| Brief Statement of Role and Expertise:  |
|  |  |  |
| Brief Statement of Role and Expertise:  |
|  |  |  |
| Brief Statement of Role and Expertise:  |

|  |
| --- |
| **Section 4. SUMMARY OF RFP EVALUATION PROCESS** |
|  |

|  |
| --- |
| **Section 5. EVALUATION COMMITTEE MEETINGS**  |
| Reason for Meeting | Date of Meeting | Summary of Meeting |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Section 6. EVALUATION AND DISCLOSURE OF COST**  |
| Cost proposals were scored by the RFP manager/procurement lead or designee.  [ ]  Yes [ ]  No |
| If no, provide description of how cost proposal elements were scored: |
| Cost information was made available to the Evaluation Committee after technical/functional scoring was complete. [ ]  Yes [ ]  No |
| If cost information was shared with the committee before technical/functional scoring was complete, (i.e. “No” is checked above), provide a summary of the determination made by the procurement lead as to how the best interests of the agency were served in this action: |
|  |
| **Section 7. SUMMARY OF AWARD RECOMMENDATION**  |
|  |

|  |
| --- |
| **Section 8. SIGNATURES** |
| Name | Agree/Object (state objection) | Signature | Date(mm/dd/yy) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**ATTACHMENTS**

[ ]  Assurance of Compliance with Procedures and Ethical Guidelines for Proposal Evaluation (DOA-3780)

[ ]  Evaluation Committee Checklist (DOA-3721)

[ ]  Abstract of final technical and cost scores

[ ]  Results of reference checks for proposer(s) receiving the award (where applicable)