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| |  |  |  | | --- | --- | --- | | State of Wisconsin  Department of Administration  DOA-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.

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| **Section 1. RFP SCOPE** |
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| **Section 2. SUMMARY OF RFP DEVELOPMENT PROCESS** |
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| **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: | | |

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| **Section 4. SUMMARY OF RFP EVALUATION PROCESS** |
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| **Section 5. EVALUATION COMMITTEE MEETINGS** | | |
| Reason for Meeting | Date of Meeting | Summary of Meeting |
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|  |  |  |
| **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** | | |
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| --- | --- | --- | --- |
| **Section 8. SIGNATURES** | | | |
| Name | Agree/Object (state objection) | Signature | Date  (mm/dd/yy) |
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**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)