

**Proposal Evaluation Process**

This is an overview of the typical scoring process for an RFP. Solid lines indicate a mandatory event and mandatory sequence; dash lines indicate optional events.

 **Award Recommendation, Evaluation Committee Report Review**

* Review final aggregate scores (technical and cost) abstract and Evaluation Committee Report with Committee to ensure accuracy. Obtain award recommendation from Eval Committee and follow any additional internal agency procedures before issuing award notice.

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**Reference Checks**

Optional but best practice. Impact of completed reference checks must align with RFP description (i.e. if separate scored element; validation or reason to modify scores if other sections as appropriate). If done after cost scores are shared with Committee, technical scores cannot be modified as result of reference checks.

 **Initial Scoring Meeting**

* Eval Committee meets to review and discuss everyone’s scores
* Determine initial ranking and need for any clarifications or subsequent events

**Brief Subject Matter Experts**

SMEs must be briefed and sign ethics form. They will be provided with proposal excerpts and attend events as needed to render advice.

 **Evaluation Committee Kickoff Meeting**

* Use mandatory checklist to provide briefing to eval committee
* Committee signs ethics form
* Proposals distributed **minus** any cost information (must ensure only minimally responsive proposals are provided)

**Additional Clarifications**

* Request for information to proposers as needed by Eval Committee

**Best and Final Offers (BAFO)**

* Technical and/or Cost BAFOs are options if BAFO language in RFP

**Presentations, Demonstrations, Site Visits**

* Proposers participate based on prepared script, scope

Optional; hold as needed with proposers most apt to be considered for award based on scores. Scores can be modified as the result of these events. RFP Lead coordinates and prepares documents for these events:

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 **Independent Review & Scoring**

* Evaluators independently review proposals against evaluation criteria and benchmarks
* No communication with each other, anyone outside Eval Committee, or vendors about proposals unless it goes through RFP Lead
* Scores provided to RFP Lead by due date

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**1**

 **Conduct Preliminary Proposal Review (RFP Lead)**

* Ensure proposals are minimally responsive to everything you identified as mandatory
* Ensure cost proposal is responsive (not scored at this time)
* Clarifications to ensure responsiveness occur with proposers