The overall goal of an RFP Evaluation Committee is to complete a fair and equitable evaluation process, in which upon completion, a consensus recommendation for award is identified. This document provides guidance to assist in successfully completing that goal.

**Evaluator Roles and Responsibilities**

Below are standard roles and responsibilities for members of an RFP Evaluation Committee. Based on the specific project, additional roles and responsibilities may be assigned.

1. Allow for, and dedicate adequate time to thoroughly review and evaluate all proposal responses;
2. Review and evaluate all proposal responses and supplemental presentations or demonstrations in a fair, impartial, and equitable manner;
3. Adhere to established timelines and evaluation guidelines;
4. As applicable, attend all vendor presentations or demonstrations;
5. Attend and participate in all evaluation meetings.

**Evaluation Process**

Each member of the evaluation committee will be responsible for reviewing all responsive proposals received, awarding scores in accordance with the established evaluation criteria, and providing constructive feedback which provides insight in relation to the assigned scores. The collaborative evaluation scores will be considered along with the proposed project cost estimates, vendor presentations, reference verifications, and best and final offers to determine the committee’s recommendation for contract award. In general, all evaluation documents, including score sheets, are subject to public records requests.

**Key Considerations for Evaluators**

1. Prior to reviewing any of the vendor proposal responses, committee members shall review the RFP and supporting materials in detail to ensure they understand what information was communicated to, and required of all potential vendors;
2. Review and evaluate all proposal responses in accordance with the evaluation criteria identified in the RFP;
3. Do not discriminate against any prospective vendor for not submitting information or documentation that was not required in the RFP.
4. Do not share or discuss received proposals with anyone outside of the evaluation committee until a recommendation has been made;
5. It is highly recommended that the submitted cost estimates not be viewed until after all other portions of the initial evaluation have been completed. This helps to avoid potential bias’ based solely on the cost estimates;
6. If something does not seem clear, ask the vendor for clarification;
7. Provide detailed, constructive, and professional comments along to support the assigned scores;
8. Initial evaluation scores can be modified following discussions and/or clarifications with other evaluation committee members and vendor presentations. All evaluators must provide final scores, which will be utilized to support the team’s decision and recommendation.