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**Instructions:** *The purpose of this form is to record proposal review notes written by* ***individual*** *evaluators for this Request for Proposals (RFP) process. It is* ***required*** *that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department’s RFP Coordinator or Lead Evaluator for this RFP.*

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**Individual Evaluator Comments**:

***Directions:*** *Follow the sections of your RFP to develop a bulleted outline for notes. Delete the sample below and these directions and replace with your own outline based on your RFP.*

1. *Organization Qualifications and Experience*
	1. *Overview of Organization*
		*
	2. *Subcontractors*
		*
	3. *Organizational Chart*
	4. *Etc.*
2. *Proposed Services*
	1. *Services to be Provided*
		*
		*
	2. *Implementation – Work Plan*
		*