

**RFP Coordinator Acknowledgement Form**

**DEPARTMENT/AGENCY:** (Insert Department/Agency Name)

By assuming the responsibilities of RFP coordinator for the above RFP, you acknowledge that there are several standards and expectations that must be followed by you and by the RFP evaluators. Please complete the steps below to confirm your understanding of these requirements.

1. Visit the training page at <https://www.maine.gov/dafs/bbm/procurementservices/Policies-Procedures/Training> and watch the training videos, which are also listed in the table below.
2. After reviewing the videos, check the boxes next to each link below and complete the signature section that follows.

*NOTE: Procurement Services will not return the initially reviewed RFP to your agency until we receive this completed acknowledgement form. RFP evaluators will also be required to complete a separate form to acknowledge their understanding of the evaluation process.*

|  |  |
| --- | --- |
| **Training Video/Link** | **✓** |
| Role of the RFP Coordinator (6:37 mins): <https://youtu.be/qZdY344z1ks> |  |
| Evaluation Phase 1: Individual Notes (6:12 mins) <https://youtu.be/1oevixgWIQU> |  |
| Evaluation Phase 2: Team Consensus (4:43 mins): <https://youtu.be/ZDWsqDDlLRA> |  |

**I,** **(print name)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have watched the above training videos. I understand and agree to follow the standards and expectations outlined therein related to my role as an RFP coordinator and the RFP evaluation process. If I have any questions about these requirements, I will contact a member of the Procurement Services RFP team.

|  |  |
| --- | --- |
|  |  |
| **Signature** | **Date** |