

**RFP Evaluator Acknowledgement Form**

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

By assuming the responsibilities of an RFP evaluator for the above RFP, you acknowledge that there are several standards and expectations that must be followed in the review process. 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 RFP evaluator 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 final approved RFP to your agency until we receive a completed acknowledgement form from all RFP evaluators.*

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| **Training Video/Link** | **✓** |
| 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 evaluator. If I have any questions about these requirements, I will contact the RFP coordinator or a member of the Procurement Services RFP team.

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