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**Instructions:** *The purpose of this form is to record all evaluation notes and scoring that is obtained through consensus discussions among the full evaluation team for this Request for Proposals (RFP) process. The RFP Coordinator or Lead Evaluator should complete this form and maintain the only copy. This form should reflect the full team’s consensus evaluations, and this form is* ***not*** *meant to take the place of individual evaluation notes, which are still required from each member of the evaluation team. A separate form is available for individual evaluation notes. Please submit a copy of this document to the Division of Procurement Services as part of your contract award selection documents.*

**DEPARTMENT NAME:** (Insert Department name)

**NAME OF RFP COORDINATOR:** (Insert the name of RFP Coordinator)

**NAMES OF EVALUATORS:** (Insert the names of all members of the evaluation team)

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**SUMMARY PAGE**

|  |
| --- |
| **Pass/Fail Criteria** |
|  | Pass: | Fail: |
| 🟆 (List all pass/fail criteria of the RFP, **if any**. This section **must** be completed by **RFP Coordinator** **before** proposals are given to review team for evaluation. If a proposal fails **any** of the pass/fail criteria, the proposal is to be rejected and, therefore, not given to a review team for review. If there are no pass/fail criteria in your RFP, delete this section.) |  |  |
| 🟆 |  |  |
| 🟆 |  |  |
|  |
|  | Points Awarded: |
| **Numerical Score:** (Edit sections below to match evaluation criteria within RFP) |  |
|  |  |
| Section I. Organization Qualifications and Experience (Max: XX Points) |  |
|  |  |
| Section II. Proposed Services (Max: XX Points) |  |
|  |  |
| Section III: Cost Proposal (Max: XX Points) |  |
|  |  |
|  |  |
|  |  |
|  |
|  |  |
| **TOTAL POINTS** (Max: 100 Points) |  |
|  |  |

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**EVALUATION OF SECTION I**

**Organization Qualifications and Experience**

**Total Points Available:** (Insert maximum points available) **Score: \_\_\_\_\_**

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 **Evaluation Team Comments**:

***Directions:*** *For each page/section of the Team Consensus Evaluation Notes, 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. *Overview of the Organization*
	* *Use as many bullet points as necessary to capture the team’s thoughts*
	*
2. *Subcontractors*
3. *Organizational Chart*
4. *Litigation*
5. *Financial Viability*
6. *Certificate of Insurances*

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**EVALUATION OF SECTION II**

**Proposed Services**

**Total Points Available:** (Insert maximum points available) **Score: \_\_\_\_\_**

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

 **Evaluation Team Comments**:

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**EVALUATION OF SECTION III**

**Cost Proposal**

**Price: Comparison with Lowest Bid**

**Total Points Available:** (Insert maximum points available) **Score: \_\_\_\_\_**

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Lowest submitted Cost Proposal** |  | **Cost Proposal being scored** | **x** | **Score Weight** | **=** | **Score** |
|  |  |  | **x** | **XX points** | **=** |  |

**Evaluation Team Comments**: