**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. (delete these instructions prior to submission)

**SUMMARY PAGE**

**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)

|  |  |  |  |
| --- | --- | --- | --- |
| **Pass/Fail Criteria** | Pass | | Fail |
| Section I. Preliminary Information (Eligibility) |  | |  |
| * List all other pass/fail criteria of the RFP, **if any**. |  | |  |
|  |  | |  |
|  |  | |  |
| **Scoring Sections** (Edit sections below to match evaluation criteria within RFP) | Points Available | | Points Awarded |
| Section II. Organization Qualifications and Experience | **XX** | | **XX** |
| Section III. Proposed Services | **XX** | | **XX** |
| Section IV. Cost Proposal | **XX** | | **XX** |
| **Total Points** | **100** | **XX** | |

**OVERVIEW OF SECTION I**

**Preliminary Information**

|  |
| --- |
|  |
| Section I. Preliminary Information |

**Evaluation Team Comments**:

**EVALUATION OF SECTION II**

**Organization Qualifications and Experience**

|  |  |  |
| --- | --- | --- |
|  | Points Available | Points Awarded |
| Section II. Organization Qualifications and Experience | **XX** | **XX** |

**Evaluation Team Comments**:

Refer to the sections and content of your RFP to develop a bulleted outline for notes for each section. 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

**EVALUATION OF SECTION III**

**Proposed Services**

|  |  |  |
| --- | --- | --- |
|  | Points Available | Points Awarded |
| Section III. Proposed Services | **XX** | **XX** |

**Evaluation Team Comments**:

**EVALUATION OF SECTION IV**

**Cost Proposal**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Lowest Submitted  Cost Proposal |  | Cost Proposal  Being Scored | x | Score Weight | = | Score |
|  |  |  | **x** | **XX points** | **=** |  |

**Evaluation Team Comments**: