

RFP EVALUATION COMMITTEE GUIDELINES

Committee Objective: The objective of the evaluation committee is to recommend the vendor whose proposal is most responsive to the project needs within available resources. The vendor must demonstrate their capability by successfully complying with all the requirements.

Committee Tasks: In order to fulfill this objective, the committee members may be required to perform the following tasks:

1. Develop work plan, define Committee member's responsibilities and assign workload.
2. Analyze requirements and develop evaluation criteria to include in RFP. Decide if criteria is to be separated into mandatory and desirable categories for initial screening checklist. Mandatory requirements must be clearly identified in the RFP. No requirement can be deemed mandatory after the RFP is issued nor can any evaluation criteria be added, deleted or changed. Determine weight (importance) of each criteria. The weights will not be included in the RFP.
3. Develop policy and procedure for benchmark or demonstration of the proposed system.
4. Develop outline and method of reporting final recommendation.
5. Perform initial screening against established mandatory checklist.
6. Evaluate accepted proposals against established evaluation criteria.
7. Evaluate vendor's benchmark or demonstration against established criteria.
8. Analyze and compile results and prepare preliminary draft of recommendation report for Purchasing Department review and approval.
9. Sign final report and submit to the Purchasing Department for approval.
10. Be prepared to aid in defending the award in case a vendor protests.

Committee Rules and Procedures

1. Each member will be asked whether he/she has a personal interest in any participating vendor and if he/she understands and can perform within the ground rules and procedures.
 - a) Each member should have no personal/financial interest in which vendor is recommended for award. All personal/financial interest situations must be reported on the Conflict of Interest Statement.
 - b) Each member should have a professional interest that the results of the Committee can be supported and defended.
 - c) Each member should have a professional interest that the recommendation of the Committee will lead to the selection of a vendor that can and will provide and/or operate a system (equipment or service) for UNL in an acceptable manner.
2. Vendor contact **MUST** be strictly through the Purchasing Department. If a vendor contacts a member of the committee, the vendor must be referred to Purchasing. You shall not partake of individual meetings, lunch, entertainment or any other direct contact with vendors once you have been appointed to the evaluation committee.
3. The committee shall perform as fair an evaluation as possible of all proposals and set aside prejudices. Inherent knowledge of a vendor shall be used judiciously and pertain only to current situations. When a condition arises that an item of evaluation is beyond your knowledge based on past experiences, such items or conditions should be researched to bring yourself to a supportable conclusion.
4. Items of question will be brought before the committee. Contact with vendors will be conducted through Purchasing and responses will be presented either verbally to the committee by the vendor or in writing to the committee. If verbally, appointments between the vendor and the committee will be arranged by Purchasing.
5. During the process of evaluation and while meetings are in session, the committee shall maintain confidentiality. No member shall communicate preliminary conclusions or results of what was bid by the vendors, or that a given vendor will be selected. All internal workings of the committee shall be kept confidential until the committee has completed its work and its report and all bidders have been officially notified of the selection.
6. After receipt of proposals, each committee member shall conduct an individual evaluation of each proposal.

7. The committee then meets and discusses their individual evaluations. If there are mandatory requirements, those vendors who do not meet these requirements are eliminated and Purchasing is notified.
8. During committee discussions, each member may change their initial scoring as they see fit. Final scores for each vendor will be totaled for the committee as a whole.
9. If additional information or clarification is needed from a vendor, the committee shall request it through the Purchasing Department.
10. The committee should strive to reach a consensus. However, should the committee not reach a consensus, each member may retain his/her scoring and it will be averaged with the others.
11. If these methods produce an unacceptable conclusion to any member, he/she may, at their option, take exception in the committee's final report. Where such differences are matters of fact (mathematical in nature or facts in evidence) and cannot be resolved by consensus, the Chairperson shall rule. A record shall be kept in the event of such rulings.
12. The evaluation and selection of a vendor must be approved by the Director of Purchasing.

NON-CONFLICT OF INTEREST/CONFIDENTIALITY STATEMENT

I, the undersigned, a member of the Evaluation Committee for Request for Proposal #xxxxxxx for _____ (Title of RFP) will perform the evaluation under the guidelines, procedures and requirements in the evaluation plan.

Further, whether I am an employee of the University of Nebraska or a consultant assisting in the evaluation of the proposal, I represent as follows:

1. I have a professional interest in seeing that the scoring and evaluation of the vendor responses to this request for proposal can be supported and defended, and that the recommendation of the Evaluation Committee will lead to the selection of the proposal most advantageous to the University, taking into consideration the price and evaluation factors set forth in the RFP.
2. Except as I have disclosed in detail, I neither have nor shall I during the evaluation acquire any financial interest, direct or indirect, in any offeror or otherwise that would conflict in any manner or degree with my evaluation responsibilities. Members of my immediate family (spouse or children) and other family members who are in my household are subject to the same restriction and disclosure requirements. For purposes of this provision, publicly traded shares in stock of any offeror that are selected and administered by a third person, e.g. a mutual fund or retirement plan, are not subject to this restriction. Otherwise, the nature and extent of such financial interests must be disclosed by me to the Purchasing Director for their evaluation of the significance of the financial interest on participation in this evaluation.
3. Notwithstanding my termination of employment or other later disassociation from this evaluation committee, I may not participate in the development of proposals in response to this solicitation.
4. I am aware that this evaluation will involve my knowledge of official and possible vendor commercial information not publicly known. I agree not to disclose any confidential or proprietary information gained during the course of my service on this evaluation committee to any person, without written consent of the vendor.

If I should become aware of any situation, which might arise, that could alter any of the representations above, or that might otherwise create the appearance of a conflict or other impropriety, I will notify the Purchasing Director and committee chair immediately.

Name (print) _____

Title (print) _____

Signature _____