INDIVIDUAL SCORING GUIDELINES FOR THE REQUEST FOR PROPOSAL (RFP) EVALUATION PROCESS

The below information is a guideline that Evaluation Committee Members may reference when evaluating proposals, on top of utilization of the Evaluation Score sheet.

- Understand the RFP’s Statement of Work (SOW)
- Read every proposal in detail
- Be objective; free from bias (previous knowledge/experience), dishonesty, and injustice
- Refrain from performing research of any nature, including Internet searches or obtaining information regarding an Offeror
- Evaluators may not discuss proposals or independent scores with anyone, except with committee members during formal scheduled meetings
- Proposals should provide specifics in the Offeror’s approach; not merely repeat or paraphrase the RFP
- **DO** provide detailed, legible comments and accurate references to Offeror responses (i.e. page number, section, etc.)
- If an item is a strength/weakness for one proposal it must also be noted as a strength/weakness when it appears in other proposals
- **DO NOT** evaluate or compare proposals against one another – Do not enter comments that reference another Offeror’s proposal
- **DO NOT** score based on criteria that is not included in the RFP
- **DO NOT** “take it easy” or “be overly harsh”. Fairly evaluate all proposals against the requirements of the RFP
- It is extremely important that evaluators document and justify their scores - This information is used during debriefing conferences with unsuccessful Offerors
- After an objective assessment, identify the proposal’s viability, feasibility and acceptability

*Always ask yourself: Is this a company that I would like to do business with? If I was present at the debriefing conference would I be able to defend my assessment?*

**DO NOT WRITE COMMENTS IN ACTUAL PROPOSALS.** If further space is needed, on top of evaluation scoresheet comment area, please use separate paper. Any written comments/evaluation become part of the official evaluation and must be returned to the Issuing Officer upon completion of the technical evaluation process.