# RFP Evaluation Committee Guidelines

# RFP Evaluation Committee Objective:

The objective of an RFP evaluation committee is to provide KSU Purchasing with a recommendation as to which vendor proposal is most responsive to the University needs specified in an RFP.

# Committee Tasks:

In order to fulfill this objective, the committee members are required to perform the following tasks:

1. Develop a work plan and define committee member responsibilities.
2. Before the RFP is released, define clear and detailed specifications, analyze requirements and develop evaluation criteria to be included in the RFP.
3. Evaluate and analyze proposals against established evaluation criteria.
4. Evaluate using the scoring report based on the established evaluation criteria and complete a written recommendation for Purchasing’s review and approval. (see scoring rubric and written recommendation guidelines)
5. Be prepared to answer questions, support the recommendation, and aid in defending the award.

# Committee Rules and Procedures:

1. All committee members agree and understand that all bid documents associated with the proposal (i.e. technical responses, cost proposals) are to be kept confidential and they are responsible for the safeguarding of all documents. Committee members are responsible for notifying KSU Purchasing if any conflict of interest exists.
2. During the RFP process, the committee shall maintain complete confidentiality. No member shall communicate with anyone outside of Purchasing or the RFP committee with any preliminary information, results, bids, or internal workings. This will remain in effect until all bidders have been officially notified by Purchasing.
3. Vendor contact MUST be strictly through Purchasing during the RFP process. If a vendor contacts a member of the committee, the vendor must be referred to KSU Purchasing. Committee members shall not partake in any individual meetings, telephone conversations, emails or any other direct contact with vendors (unless such contact is pre-approved by KSU Purchasing).
4. The committee shall perform its functions in a fair and equitable manner.
5. Any items in question by the committee when reviewing bidder proposals shall be brought to KSU Purchasing. KSU Purchasing will draft the committee’s questions and send to the appropriate bidders. Responses by the bidder will be requested electronically via email to KSU Purchasing and then forwarded to committee members.
6. After evaluating all vendor proposals, the committee may identify finalist for Purchasing to invite for negotiations and/or presentation of a best and final offer.
7. After the RFP process, any vendor requests for public record documentation shall be forwarded to KSU Purchasing and processed according to the University’s Open Records Request process ([PPM 3060](https://www.k-state.edu/policies/ppm/3000/3060.html)).
8. The final evaluation and selection of a vendor must be approved by KSU Purchasing.

# Guidelines:

* + RFP Scoring Rubric
  + RFP Evaluation written recommendation guidelines

**RFP SCORING RUBRIC**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Percent Score** | **Quality of Response** | **Description** | **Strengths Relative to Requirements** | **Weaknesses** | **Confidence in Proposed Approach** |
| **5** | Excellent | The proposal addresses the requirements completely, exhibits outstanding knowledge, creativity, innovation or other factors to justify this rating. | Meets requirements - numerous strengths in key areas. | None | Very High |
| **4** | Good | The proposal addresses the requirements completely and addresses some elements of the requirements in an outstanding manner. | Meets requirements - some strengths in key areas. | Minor - not in key areas | High |
| **3** | Moderate | The proposal addresses most elements of the requirements. | Meets most requirements - minimal strengths provided in their response. | Moderate - does not outweigh strengths | Moderate |
| **2** | Marginal | The proposal meets some of the RFP requirements. | Meets some of the requirements with some clear strengths. | Exist in key areas - outweighs strengths | Low |
| **1** | Unacceptable | The proposal meets a few to none of the RFP requirements. | Meets a few to none of the requirements with few or no clear strengths. | Significant and numerous | No Confidence |

**SAMPLE**

# RFP Evaluation – Written Recommendation Guidelines

# RFP #: RFP Title:

**GUIDELINES:**

The evaluation committee will need to prepare a written recommendation regarding the RFP evaluation. The committee should incorporate the scoring report (if used) and recommend an award to the vendor with the highest score or best proposal. The shaded areas below are examples to include in the written recommendation. This information will be filed with the RFP and likely available as a public record, if requested.

1. **EXECUTIVE OVERVIEW:**
   1. **STRENGTHS AND WEAKNESSES:**

Provide a narrative paragraph or two on each vendor's response.

* Describe strengths and weaknesses of each response based on the stated evaluation criteria.
* Identify any areas that caused the committee to rate a vendor's response lower than others or to reject a response.
* For RFPs that include a scoring report, identify that you have included the score and total rank assigned to each vendor.

1. **AWARD:**
   1. **AWARD RECOMMENDATION:**

Describe your recommendation for award.

* Identify which vendor(s) you are recommending for award based on their highest rank.
* Identify the dollar amount of the award per vendor.
* State if this dollar amount is annual or if it covers the entire contract period.
* Note: if award is greater than $1 million, Board approval must be acquired prior to award. (please allow extra time for this approval process in your timeline)
* The final evaluation and selection of vendor must be approved by KSU Purchasing