REVIEWER ROLE AND RESPONSIBILITY

State of Idaho Division of Purchasing

Request for Proposal (RFP) 0####

RFP Title:

**RFP Lead:**

Thank you for serving on the RFP Evaluation Committee for the above-referenced RFP. Your primary responsibility is to review the RFP and proposals, comprehend the content, evaluate the proposals and rate them in your best judgment.

Each Evaluation Committee member’s packet consists of:

[ ]  Reviewer Role and Responsibility and Privacy and Conflict of Interest Form (this form)

[ ]  Copy of the Request for Proposal

[ ]  Copy of each responsive proposal to be reviewed

[ ]  Individual evaluation scoring sheets for each proposal

Review each document in your packet carefully. Review the list of proposers, and determine whether you may have a conflict of interest (review the privacy and conflict of interest materials detailed below). After you have reviewed this form, and determined that you do not have a conflict of interest, sign the last page of this form and give it to the RFP Lead.

If you feel at any time you may have a conflict of interest, immediately inform the RFP Lead.

It is your responsibility to be familiar with the entire RFP prior to beginning your evaluation of the proposals.Be B Any questions you may have (at any time during the process) should be directed to the RFP Lead.

Privacy and Conflict of Interest:

Your designation as an Evaluation Committee member requires that you fully understand the policies regarding conflicts of interest and the handling of the proposals.

Confidentiality:

As an Evaluation Committee member you have access to information not generally available to the public and are charged with special professional and ethical responsibilities. Committee members are given access to information about proposers for use only during the evaluation process and for discussion only with fellow evaluation committee members, the RFP Lead, and the Division of Purchasing. Therefore, you must not use such information for any personal benefit or make it available to any other individual or organization.

Confidentiality of Committee Members:

During the evaluation process the State makes every effort to keep the identity of committee members confidential and will maintain that confidentiality to the fullest extent provided by law; however, after a contract is awarded, the identity of committee members and their scoring materials may be released to the public in response to a public records request. As an evaluator, you may not reveal the names of committee members to proposers or any other individuals.

Conflict of Interest:

A conflict of interest or the appearance of a conflict of interest may occur if you are directly or indirectly involved with an organization that has submitted a proposal for evaluation. Prior to reviewing any proposals, you must inform the RFP Lead of any conflicts or appearance thereof. If you become aware of any potential conflict of interest as you review a proposal, you must immediately notify the RFP Lead. Examples are listed below. The RFP Lead will determine how to handle any reported appearances of conflict of interest and will inform you regarding what further steps to take. Possible conflicts of interest include:

 submission of a competing proposal to the state

If you have submitted a proposal or have been involved in the preparation of a proposal in response to the RFP, you may not serve on the Evaluation Committee.

 Affiliation with a bidding company or institution

 A conflict may exist when you:

 • Are employed by or are being considered for employment with the company or institution submitting a proposal, or hold a consulting, advisory or other similar position with it.

 • Hold any current membership on a Committee, board or similar position with the company or institution.

 • Hold ownership of the company or institution’s securities or other evidences of debt.

 • Are currently a student or employee in the department or school submitting a proposal.

 Relationship with someone who has personal interest in the proposal

 Interests of the following persons are to be treated as if they are your own interests: Any affiliation or relationship by marriage or through family membership; any business or professional partnership; or any other relationship such as a cosigner for debt or a close personal friendship that you think might tend to affect your objectivity or judgment, or be interpreted as doing so by a reasonable person familiar with the relationship.

The above are examples and are not intended as a complete list. If you have any questions concerning possible conflicts of interest, contact the RFP Lead before signing this form.

Evaluation:

Review and evaluate each proposal one at a time. Scores must be based on the information contained within the proposal itself. Use the individual Evaluation Score Sheets (included in your packet) to complete your evaluation. A rating scale of 0, 1, 5 and 10 or 0-10 will be utilized, as described in the Score Sheets.

You may keep notes to record comments and/or questions you have as you complete your review. If you have a question, a note referencing any discussion and resolution of the question should be made. A score of zero (0) or ten (10) should be justified in the comments section. Any notes contained on the final individual Evaluation Score Sheets are public information and may be released to the public, upon receipt of a public records request.

You also have the opportunity to discuss any questions you may have regarding the scoring process, the RFP and the proposals with the RFP Lead and the Division of Purchasing at anytime during the process. No outside contact or communication concerning the proposals or the evaluation is allowed until the evaluation process is completed and the contract has been awarded.

After committee members have completed their individual scoring, the committee will meet with the RFP Lead and discuss their scores. Scores should reflect each member’s best judgment and may vary from member to member accordingly.

interviews:

Committee members will be required to attend and score scheduled demonstrations/interviews. The RFP Lead will notify members of the date/time of each interview, and provide additional instructions and score sheets prior to the first interview.

references:

References will be scored by the RFP Lead unless provided otherwise in the RFP documents.

final steps for committee:

At the conclusion of the final committee meeting with the RFP Lead, members must turn in all completed scoring forms, copies of proposals, notes and all other materials associated with the evaluation to the RFP Lead. The RFP Lead will review all documents for completeness and signatures and adjourn the Committee.

**The following acknowledgement must be signed and delivered to the RFP Lead prior to participating in the evaluation process:**

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ACKNOWLEDGEMENT OF REVIEWER ROLE AND RESPONSIBILITY

AND CONFIRMATION OF NO CONFLICT OF INTEREST

RFP0###

[TITLE]

DATE

I have read the DOP document entitled “Reviewer Role and Responsibility/Privacy and Conflict of Interest” and understand that I must advise the RFP Lead if a conflict of interest currently exists, or arises during my term of service as an evaluator on the above-referenced RFP. I will not divulge nor otherwise utilize any confidential information I may become aware of during my service as an evaluator. I understand my Reviewer Role and Responsibilities in this matter, and I will discharge my responsibilities accordingly.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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