

# State Procurement Manual

DOA-3449 N(R06/94) Formerly AD-P-12

		Number PRO-C-29
		Effective 3-27-07
Section THE PROCUREMENT PROCESS	Agencies Affected ALL	Replaces 4-1-02
Title EVALUATION COMMITTEE (REQUEST FOR PROPOSAL)		Page 1 of 5

**AUTHORITY:**            [Wis. Stats.](#)    16.705(2)  
                                 [Wis. Adm. Code](#) Chapter Adm 10.08(4), (8)  
                                 [Executive Order](#) 137

**SCOPE:**                -        to establish procedure for evaluation committees  
                                 -        to determine the membership of the evaluation committee  
                                 -        to establish the duties of the evaluation committee  
                                 -        to define conflict of interest as it applies to members of the evaluation committee

**CONTENT:**            I.        Before a request for proposal (RFP) is distributed to prospective contractors, the procuring agency will establish an evaluation committee. If necessary, at any time the purchasing lead may designate alternate evaluation committee members. The purchasing lead will document the reasons for change.

                                 II.        Each committee will consist of at least three or more members, depending on the complexity and scope of the commodities or services being procured. Pursuant to [Executive Order](#) 137 “the evaluation committee shall exclude any employee of the Office of the Governor, and any unclassified Agency Head, Commissioner, Deputy Agency Head, Executive Assistant or Division Administrator.” For UW System Administration and campuses appointees are defined as UW System President and Vice President and Chancellor, Vice Chancellor and Provost positions. Any agency requesting participation by an appointee on an evaluation committee must request permission from the State Bureau of Procurement prior to convening the committee. At least one evaluation committee member will be from outside the agency or campus conducting the procurement. When appropriate or available, one member will be from outside state government. When an agency is unable to secure participation from outside government, the purchasing lead will document the efforts made to secure participation and will include the documentation in the procurement file. Each member of the evaluation committee will possess specific knowledge or skills essential to the RFP evaluation.

Authorized:



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- III. Each committee will have one member who will provide advice on procurement statutes, rules and processes. This person typically will be from the purchasing/procurement office. This person must be trained in conducting the request for proposal process. This person will:
- A. *Not* be an evaluator, nor will he/she score the general/technical portion of the proposals.
  - B. Have taken the Request for Proposal course offered by the State Bureau of Procurement.
  - C. Provide guidance and instruction to the evaluation committee on the RFP evaluation process and will provide guidance on any related procurement statutes, rules and policies.
  - D. Ensure that evaluation committee members understand and sign the Assurance of Compliance with Procedures and Ethical Guidelines for Proposal Evaluation (form [DOA-3780](#)).
  - E. Act as committee-leader and will be responsible for coordinating all evaluation activities of the committee.
  - F. Be the sole contact for vendors for the duration of the procurement process.
  - G. Relay all pertinent communications to all evaluators.
  - H. Keep accurate records of all meetings, conferences, oral presentations, evaluations, and decisions. This will include signed copies of members Assurance of Compliance with Procedures and Ethical Guidelines for Proposal Evaluation, the evaluation committee report, and copies of e-mails and all other communications related to the procurement process.
  - I. Prepare the official abstract of the evaluation committee scoring.

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- J. Prepare the final evaluation committee report for approval and signature by evaluation committee members.
  - K. Maintain the official procurement file.
- IV. Each member of the evaluation committee will:
- A. Receive a list of the companies on the bidders list and/or a list of those companies submitting proposals/responses, an estimated time commitment and a projected completion date.
  - B. Sign the Assurance of Compliance with Procedures and Ethical Guidelines for Proposal Evaluation (form [DOA-3780](#)) before the evaluation of the proposal responses begins. No person will serve on an evaluation committee where the action of that committee might benefit that person, or a member of that person's immediate family, or any organization or business with which that person is associated.
  - C. Receive detailed instructions regarding the evaluation process.
  - D. Make a commitment to complete the evaluation process in accordance with the evaluation timetable.
  - E. Sign the evaluation committee report which will summarize the evaluation process and recommend an award to the highest scoring proposer at the end of the evaluation process. A summary of evaluator scores will be included in the final report, but scores will not be tied to individual evaluators.
- V. Use of subject matter experts in the evaluation process
- A. When a request for proposal includes highly technical components, the evaluation committee may convene a subgroup of subject matter or technical experts to evaluate a portion of the responses.

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- B. These subject matter or technical experts may be convened as needed and upon request of the evaluation committee.
  - C. Subject matter or technical experts are non scoring ad/hoc groups who serve as technical advisors to the evaluation committee.
  - D. Subject matter or technical experts will be required to sign the Assurance of Compliance with Procedures and Ethical Guidelines for Proposal Evaluation (form [DOA-3780](#)) prior to participation.
- VI. The duties of the evaluation committee are to:
- A. Review all proposals submitted in response to an RFP, consistent with the evaluation criteria included in the RFP.
  - B. Participate in all formal, scheduled oral conferences and presentations with proposers that affect the evaluation process (to include best and final offer evaluations).
  - C. Participate in all evaluation committee meetings and discussions.
  - D. Keep all information obtained from any proposer confidential through the duration of the evaluation process.
  - E. Review and approve an evaluation committee report which will summarize the evaluation process and recommend an award to the highest scoring proposer at the end of the evaluation process. A summary of the evaluator scores will be included in the final report, but scores will not be tied to individual evaluators. The final report will be signed by each member of the evaluation committee. The report will provide an option for each evaluator to express nonconcurrency with the committee's final recommendation. When such nonconcurrency occurs, the evaluator will be asked to summarize the reason(s) for nonconcurrency. The evaluation committee report will become part of the official public record.

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- VII. The procurement file will include all materials relevant to the evaluation. The procurement is a public record and will include the following:
- A. The original request for proposal and all amendments, responses to vendor questions, clarifications and correspondence related to the procurement.
  - B. The original response of all vendors who submitted proposals.
  - C. An abstract summary of all evaluator scores.
  - D. All best and final offer documents if applicable.
  - E. Signed copies of members' Assurance of Compliance with Procedures and Ethical Guidelines for Proposal Evaluation (form [DOA-3780](#)).
  - F. An evaluation committee report, signed by all members of the evaluation committee, summarizing the evaluation process and recommending an award.
  - G. All communications (memos, e-mail, minutes of meetings, and scoring documents).
- VIII. Reference material:
- A. State of Wisconsin Employee Code of Ethics—[ER-MRS 24](#)
  - B. [Executive Order 137](#)
  - C. Assurance of Compliance with Procedures and Ethical Guidelines for Proposal Evaluation (form [DOA-3780](#))
  - D. [Evaluation Committee Checklist](#)
  - E. [Evaluation Committee Report](#)

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