

RFP Evaluation Committee Rules

1. Vendor contact: The committee members will be strictly prohibited from participating in individual meetings, lunch, entertainment, or any other direct contact with vendors once you have been appointed to the Evaluation Committee. If your day to day job requires contact with a vendor who has submitted a proposal for this RFP, **you may work with them as your duty requires, HOWEVER, there is to be no discussion of the RFP under evaluation.** Any questions from the vendor or anyone else are to be referred to the Contracting Officer.
2. Members must have no personal interest in what the vendor has recommended.
3. Members must have professional interest that the recommendation of the Committee could lead to the selection of a given vendor and that such vendor can and will provide a product or service to the State of Georgia in an acceptable manner.
4. Evaluation committee members must have a sufficient understanding of the evaluation process and the rules associated with the evaluation process to legally support and defend them, if necessary.
5. Each member will be requested to attest that they have no personal interest in what the vendor has recommended and that they understand and can perform with the rules set forth within.
6. Items of question will be brought before the entire Committee. Contact with vendors will be conducted through the Contracting/Issuing Officer 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 coordinated by the Contracting/Issuing Officer. If in writing, schedules for submission will be coordinated by the Contracting/Issuing Officer.
7. The Committee is directed to perform as fair an evaluation as possible of all proposals and to set aside prejudices.
8. Each member will be requested to sign a form stating his/her participation and concurrence or non-concurrence to the reports for content and recommendation. If he/she takes exception to a given item or the Committee as a whole, he/she shall use this method to record such exceptions.
9. During the process of evaluation and while meetings are in session, the Committee shall maintain confidentiality. No member shall transmit, communicate, or otherwise convey 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 selected vendor has been officially announced by the Purchasing Department.

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10. Each member will initiate, conduct, and complete an individual evaluation of each vendor. The evaluations will be summarized and consensus score reached for the Committee as a whole.
11. It may develop that members of the Committee will not always arrive at the same conclusions. The Committee will discuss any individual differences as best as possible, which may include requests for additional material. The resulting discussions or materials may bring consensus or each member may retain his/her independent thinking in his/her rating which will be averaged with the other evaluations.
12. Wherein these methods produce an unacceptable conclusion to any member, he/she may, at his/her option, take exception in their final report. Where such differences are matters of fact (mathematical in nature or facts of evidence), and cannot be resolved by consensus, the Committee Chair shall rule. A record of the evaluation events shall be kept in the event of such rulings, by the Chair
13. All members will be conscious of and treat all portions of the evaluation with the knowledge that their comments and recommendation will become part of the public record for the contract and subject to the Open Records Act.