# Template for Documenting an RFP Review

**Evaluation Documentation for RFP#**

**Project Name:**

**Instructions:**

The evaluation team will prepare a document addressing the following questions or points regarding the evaluation methodology. Return it to Purchasing Services. Show that the team scored the proposals against the evaluation criteria stated in the RFP and that the team is recommending the award to the supplier with the highest score (best proposal). The grey shaded areas are examples of points to include in the documentation. Remove the grey area data and enter the data relative to the evaluation. This information will be filed and available to the public if requested.

**1. EXECUTIVE OVERVIEW:**

**A. STRENGTHS AND WEAKNESSES:**

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

• Describe strengths and weaknesses of each response based on the stated evaluation criteria.

• Identify any areas that caused your team to rate a supplier's response lower than others or to reject a response.

• For RFPs that include the BCED Attachment, identify that you have included the score or rank assigned by BCED into your final scores.

**2. AWARD:**

**A. AWARD RECOMMENDATION:**

Describe your recommendation for award.

• Identify which supplier(s) you are recommending for award based on their highest rank.

• Identify the dollar amount of the award per supplier.

• State if this dollar amount is annual or if the dollar amount is covering the entire contract period.

• Note: if award is $1 million or more, [Regents Docket forms](http://purchasing.umn.edu/forms/rgdi.html) must also be prepared and approved prior to award.

• Attach any mutually agreed to modifications to the supplier’s response based on your clarification process, your interview process or any negotiations. These modifications should be signed by the supplier. Identify modifications for the Category Manager so they can be included in the award document.

• Modification document should include any BCED changes that may have been negotiated on the BCED Attachment.

• Any modifications to U of M Terms and Conditions must be approved by the Office of the General Counsel.

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| Evaluation Team Rep |  | Date |  | Category Manager Approval |  | Date |