

INSTRUCTIONS TO EVALUATION COMMITTEE MEMBERS

RSQ 21-0914 Supervisor of Elections Building Design Services

The evaluation process includes each member independently examining each proposal in detail against the standards established in the evaluation criteria and the requirements set forth in the solicitation, and then ranking the firms. **The committee will then convene to discuss their evaluation and recommendations and arrive at a consensus.** Although each of the members will independently evaluate the proposals, the final decision will be determined by the consensus of the committee. The evaluation of the proposals should be conducted in a fair, comprehensive, and impartial manner.

The principal purpose of the process is to:

- Adhere to the County ordinances and Procurement Policies and Procedures.
- Determine which proposals are acceptable.
- Provide a sound basis to approve the recommendation by:
 - Presenting a clear picture of the issues considered during the evaluation by identifying areas of uncertainty as well as those, which provide substantial assurance of a successful outcome.
 - Listing the strengths, weaknesses, and risks of each proposal (See the "Evaluation Consideration"). Evaluating the areas where vendors meet and don't meet the requirements specified in the RSQ.
- Provide feedback to those firms that were not recommended for an award.

Guidelines:

1. Evaluation Committee members shall not discuss their evaluation analysis with other committee members.
2. Proposals shall be evaluated independently, based on the criteria set forth in the solicitation documents, to reflect individual analysis.
3. All members of the committee are instructed not to contact any of the respondents until after the contract award has been made by the Board of County Commissioners. The respondents are prohibited from contacting any of the voting members, ***either directly or indirectly via other County employees***, and any attempts made by them, must be reported to the Director of Procurement Services.
4. The County requires the full and complete adherence to and compliance with Florida's public record law and public meetings. Minutes of the meeting(s) will be kept complying with this requirement.

EVALUATION FOLDER: Click on: [Index of \\bccftp\lakeftp\Procurement\21-0914 SOE Design Services\](#)

The above link has separate folders containing needed resources.

1. Solicitation documents, including all exhibits and addenda.
2. Proposals.
3. Evaluation Worksheet (use one for each vendor).
4. Reference checks (provided by Procurement as they become available).