

# User Group Evaluating/Scoring

Request for Proposal

*June 7, 2023*

# RFPs for Central Contracts

Responsibilities  
(after bid opening)



## Contract Officer

- Review proposals for responsiveness and notify user group of any non-responsive proposals
- Determine if any bidders are on federal excluded parties listing
- Provide user group with a copy of responsive proposals and an evaluation sheet
- Score the cost component of the RFP



## User Group

- Each member completes evaluations for each responsive proposal. Each score to be supported with a brief written explanation.
  - Scoring form matches evaluation criteria in RFP
  - Evaluations are independent
  - Score all criteria except cost
  - Check business references, where delegated

# Confidentiality

- Drafts of the RFP, proposals, evaluations, user group communications throughout the procurement process, and award recommendation are not to be disclosed outside of the user group.
- A confidentiality breach may, at a minimum, result in the need to cancel the procurement.
  - A breach could expose the state to litigation.



- Beyond the bid submission, evaluations, bid tab, and contracts, emails and/or notes related to the procurement process are also subject to disclosure through the FOIA and/or legal process.

# Determining Responsiveness and Responsibility

- **Responsiveness**

- Does the proposal contain all of the basic requirements identified in the RFP
  - Correct number of copies of proposal in required format
  - Required forms (RFP attachments/exhibits)
  - Submission of or compliance with any other criteria established in the RFP

- **Responsibility**

- DE Code identifies the following as considerations for responsibility of the bidder
  - Resources (financial, physical, personnel, or other)
  - Record of performance and integrity (references)
  - Qualified legally to contact with the State
  - Responsiveness
  - Any other criteria established in the RFP

# Evaluations

- **Evaluate and score based only on the content of the proposal and the evaluation criteria**
  - Do not “read into” or dismiss proposal content based on any personal knowledge or perception of the offeror
    - If an offeror fails to sufficiently address a component of the score of work the scoring should reflect the degree of shortcoming
    - If proposal content creates conflict with the terms, conditions, requirements outlined in the RFP this should be reflected in scoring
  - Comments explaining the numerical score given should be short and to the point; however, provide sufficient detail that contract manager can relay information to the offeror during a bid de-brief.
  - The user group is a team; however, for evaluations each member work individually. Do not compare scores or notes with other evaluators
  - The Contract Officer may provide past performance information. If provided, each evaluator may consider the impact on the proposal score

# Final Steps

- Contract Officer pulls the results together
  - Complies bid tabulation
  - Solicits best and final offers from offerors
  - Provides user group with scoring summary and award recommendation
- User Group
  - Reviews/approves award recommendation
- Contract Officer wraps up process
  - Negotiates terms and conditions, where applicable
  - Issues award notifications
  - Prepares contract file

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