

## **Evaluation Committee Selection**

It is recommended that the evaluation committee be selected prior to drafting the proposal to allow their input in defining the needs and evaluation criteria. The agency selects the evaluation committee members, whose members have expertise in various areas pertinent to the RFP project. It is not necessary for the SPO to be a member of the committee; however, the degree of OSP participation in the evaluation should be discussed at this time. The committee recommended size is 3-5 members, but could be more for some projects. The RFP project leader generally serves as the chairperson. State Procurement may serve as a co-chairperson and if the RFP is for a statewide contract, State Procurement may serve as the chairperson and as contract administrator. If the committee is not established prior to submitting the RFP to State Procurement, it must be established prior to the proposal opening.

Prospective committee members are contacted by the Agency Project Leader to confirm their ability and willingness to serve. OSP provides instructions and provides each member a copy of the RFP Evaluation Committee Instructions at a meeting or insures that copies were previously received (Exhibit 6). The committee is advised of their responsibilities, importance of and mandate for confidentiality and no conflict of interest, and the requirement for adhering to the RFP calendar of events. Committee members are required to sign a letter concurring to no conflict of interest and confidentiality (Exhibit 7). Evaluation committee member names will be made available to interested parties if requested after the "Intent to Award" letter is sent. However, member identity may be apparent if members attend pre-proposal conferences or presentations.