

## **Award Recommendation**

The agency project leader prepares and submits the committee's recommendation to agency management with the signature of all committee members. The agency project leader sends the committee recommendation to their agency management (Exhibit 15A), agency management forwards approved recommendation to the State Purchasing Officer (Exhibit 15B), and the SPO administratively reviews the proposals, recommendation and the score sheet(s) for mathematical accuracy. The SPO prepares a memorandum to the Assistant Director for approval as illustrated in Exhibit 15C.

**Note: The award recommendation should include the: 1) Methodology for Evaluation; 2) Cost Summary Tabulation; 3) Evaluation Point Assignment; and 4) Strengths and Significant weaknesses or non-compliance's to the RFP for each proposal reviewed.**