

## Debriefings

- Provided to unsuccessful proposers
- At a minimum, the **debriefing must include**:
  - The state's evaluation of significant weaknesses or deficiencies
  - The overall evaluated cost or price and technical rating, if any
  - The overall ranking of proposers, if a ranking was developed
  - A summary of the rationale for award
  - For acquisition of commercial end items, the make and model of the item to be delivered
  - Reasonable responses to relevant questions about procedures, applicable regulations, and other applicable authorities being followed
- The debriefing **should not** disclose:
  - Trade secrets
  - Privileged or confidential manufacturing processes and techniques
  - Commercial or financial information that is confidential
  - Names of individuals providing past performance information
  - Detailed cost information about other proposals