



Appendix 6
Evaluation Team Briefing Instructions

RFP#
Briefing Date:

Non-voting Members

[Insert names of non-voting members – typically this is the purchaser].

Voting Members

[Insert names of voting members]

Member Responsibilities:

- Sign Non-Disclosure Forms. This form states that you will not divulge any information concerning this submittal/evaluation to anyone who is not a part of the team. Provide and collect signed Non-Disclosure Statements, two (2) each, from the team members. Team members each keep a copy for their records and as a reminder of their responsibilities. For those not in attendance, request prior to providing responses for evaluation.
- Evaluate submittals independently and impartially.
- If a respondent/contractor contacts you, refer them to the purchaser. If the respondent/contractor continues to contact you, remind them all communications between vendors and other agency staff members concerning the solicitation is strictly prohibited. Inform them failure to comply with this requirement may result in their proposal being disqualified.
- If a team member has questions on the submittal, submit in writing to the purchaser. The purchaser will contact the respondent, obtain an explanation and prepare a written response. All members will be provided a copy of the response.
- Please safeguard the submittal when not evaluating.
- Purchasing Department will score pricing and tabulate total scores.

Questions between team members are allowed, but team member should respond only with technical information. Do not give individual opinions about respondents and/or the content of their responses.

Be sure to put your name and the respondent name on each sheet.