

Evaluation Teams

The evaluation team should be comprised of individuals who are stakeholders in the final product or service and/or individuals who have the necessary technical or program expertise. The Purchasing Department representative is usually the team leader for the evaluation team, and serves as a non-voting member. The evaluation team members are typically selected by program staff, with appropriate review and approval by Executive Management. It is important to select members of the team who understand the needs of the organization and understand the desired outcome of the procurement. The evaluation team should bring together as much knowledge as possible to ensure the best qualified vendor is selected. Evaluation team members may have input into the solicitation document, especially the evaluation criteria and assigned weights, if the agency so chooses. The team members should fully understand the requirements of the solicitation and must be able to critically read and evaluate responses and to document their judgments concisely and clearly in accordance with the evaluation.

The recommended size of an evaluation team is three to five members. However, some projects may require additional members or additional teams due to the nature of the procurement. Coordination and management of the evaluation process becomes more difficult as the size and number of teams increase. To avoid potential individual bias, the team should not be less than three members.

Scoring Matrix

The scoring matrix, which should be a part of a well developed evaluation guide, is used by the evaluation team members to score the individual responses based on the evaluation criteria defined in the solicitation document. The evaluation team scoring matrix should be completed prior to publishing the solicitation document because, when developing the scoring matrix, agencies may see that additions or revisions are needed to the solicitation document. If time does not permit the scoring matrix to be completed prior to publication, the scoring matrix must be completed prior to the opening and review of the solicitation responses. See **Appendix 12** for a sample scoring methodology.