

## Responsive Proposals

After all proposals are opened and recorded, the Purchasing Department determines if the proposals submitted are responsive. This is sometimes referred to as an administrative review. At a minimum, this includes the signed Execution of Offer, Invitation for Bid or similar document, HUB Subcontracting Plan and any other required documents such as bid bonds. In addition, the Purchasing Department will review the proposals to ensure that minimum qualifications are met. Consultation with legal counsel is sometimes necessary to determine a proposal's responsiveness.

An administrative review checklist is a good tool for ensuring the proposals are responsive. A sample checklist is provided in **Appendix 4**. The evaluation team will only be provided with those proposals deemed responsive.

### **Evaluation Team(s) Training**

In advance of receiving responses for evaluation, the evaluation team leader provides a training for the evaluation team to outline the team's duties and responsibilities, in accordance with the material contained in a well developed evaluation guide. This may be a separate meeting, but often times is held in conjunction with and just prior to the evaluation. Team members should be instructed on their responsibilities including the critical nature of confidentiality to the integrity of the evaluation process. Each evaluation team member should submit a signed Non-Disclosure Statement (See **Appendix 7**) to the Purchasing Department prior to engaging in any discussion about, or having access to proposal documents.

The team leader will review all evaluation criteria with the team members and explain how the evaluation process will be conducted. Communication between team members during the evaluation must be limited to asking questions of the team leader and if allowed, obtaining information from technical experts to better understand the proposal contents and requirements. Each proposal must be evaluated individually against the requirements of the solicitation document. Each solicitation document response is considered independently, of all other solicitations.

A sample agenda for team training is provided in **Appendix 6**.