

**RFP Referral Form  
and Proposal  
Evaluation Instructions**

Return to: **Purchasing Services  
560 WBOB  
1300 South Second Street  
Minneapolis, MN 55454-1082  
Phone: (612) 624-2828  
Fax: (612) 626-0366**

Check if Sponsored Funds

Proposals also sent to BCED.

**Any changes to the original requisition's funding source must be documented on this Referral Form and check box for sponsored funds.**

Referral Date: \_\_\_\_\_

To:

<input type="checkbox"/> Second Request <b>Please return by:</b> _____
<input type="checkbox"/> Third Request <b>Please return by:</b> _____

From:

Subject: Request for Proposal (RFP) #: \_\_\_\_\_ for \_\_\_\_\_

The enclosed proposals have been received in response to your RFP. Please evaluate them and make a recommendation for award. Information about the proposals and the evaluation must be kept confidential from everyone except members of the Evaluation Team. **DO NOT DISCLOSE ANY INFORMATION TO ANYONE EXCEPT MEMBERS OF THE EVALUATION TEAM, REGARDLESS OF WHETHER THE RESPONSES ARE MARKED CONFIDENTIAL OR NOT.**

Please follow these instructions:

- 1) Distribute copies of the proposals to each Evaluation Committee member WITH A COPY OF THESE INSTRUCTIONS. Advise them that nothing may be discussed outside of the committee. Any inquiries from anyone outside the Committee should be forwarded to Purchasing. The proposals are considered Confidential in their entirety until after the award has been made. Any information in the proposals which is marked "Confidential" or "Trade Secret" by the respondents must be kept Confidential even after award. All team members must adhere to this.
- 2) If the award has been estimated to have a value of \$500,000 or more on non-sponsored funds, Attachment J was inserted into the RFP, requiring proposers to indicate how they will include Business & Community Economic Development into the contract. At the same time as the Evaluation Team is sent the vendor proposals, the department of Business & Community Economic Development is also sent a copy of each vendor proposal in order to evaluate each vendor's response to Attachment J.
- 3) Remember that any exceptions to University terms and conditions for purchases, or any alternate agreement must be reviewed by the Office of the General Counsel. This process should be started as soon as possible after the evaluation is completed and the vendor is selected. The Chair of the Committee will need to contact the Buyer to start this process.
- 4) The Board of Regents must preapprove any award with an estimated value to the vendor of \$250,000 or more. The Evaluation Committee is responsible for completing the Regents Summary and Purchase Consent Record. Sample documents are viewable at <http://purchasing.umn.edu/documents/Forms/Forms.html>.
- 5) When evaluating these responses, you and your team should observe the following guidelines:
  - Read the proposals. Identify the responses that have met all of your basic specifications and proposal submission requirements. Eliminate any responses that have not met your basic specifications and/or requirements. Document, clearly and completely, your reasons for elimination. These reasons must refer back to the section of the RFP where the basic specifications or submission requirements were identified.
  - Review your evaluation criteria. Each response that meets basic specs and submission requirements must be evaluated against your criteria using the assigned weights (points or percentages). Each member of the evaluation committee should independently rate each respondent's proposal against each criterion. Do not add any criteria at this time as it would not be fair to respondents.

We recommend that you create a scoring sheet showing each criterion, the name of each respondent and their score on each criterion. However, scoring alone is not sufficient to justify your vendor selection. You also need to include narration that explains and justifies the scores received by each vendor.

- For RFPs \$500,000 and over on non-sponsored funds, Business & Community Economic Development (BCED) staff will evaluate each vendor's BCED Attachment J Response Sheet for the vendor's Business & Community Economic Development plan. They will forward these evaluations to you for inclusion in your final evaluation. **Contact Craig Taylor at (612) 626-9151 if you do not receive the BCED evaluation information. DO NOT SUBMIT YOUR FINAL EVALUATION DOCUMENTATION TO PURCHASING WITHOUT INCLUDING THE BCED INFORMATION.**
- Convene the committee and compare scoring. Scoring inconsistencies should be discussed as a team.

At this meeting, discuss any questions that have arisen as a result of reviewing the responses. List points in each vendor's proposal that need to be clarified, if any. Send a letter or e-mail to the respondent(s) whose response(s) need clarification, asking for the specific clarification needed and including a deadline for responses. The Purchasing Buyer can be a resource for how to conduct this clarification process.

An alternative method for clarification might be a conference call. However, this needs to be carefully documented and any conclusions need to be put in writing and signed by the Respondent.

Both the request(s) for clarification and the responses should be in writing (fax or e-mail), with copies of all requests for clarification and all responses sent to Purchasing when the process is complete and the vendor has been selected. Attach the Clarification packet in back of the Referral Form when you return the proposals.

- You may wish to invite the highest scoring respondent(s) in for a demonstration or presentation and discussion. Or you may wish to visit their site. Please discuss this with the Purchasing Buyer.
- You may wish to conduct negotiations with one or more high-scoring vendors. Your team should have a pre-negotiation meeting (without the vendor) to determine points of negotiation and desired outcomes. The Purchasing Buyer should be present for all negotiations. Never reveal information about one vendor's proposal to another vendor. If support of the Business & Community Economic Development Program was requested in the RFP, the BCED office may choose to participate in the negotiation of the terms of the BCED portion of the contract. If the respondent expects the University to sign any agreement, or if they have taken exception to the University's terms and conditions of award, this will be a part of your negotiations. Never indicate to any respondent during the negotiation process that they have been rejected or selected for the award.
- **RETURN PROPOSALS AND ALL DOCUMENTATION OF THE PROCESS TO PURCHASING, FOR PURCHASING'S PUBLIC RECORD.** Department may retain a copy of the winning proposal for their files.
- See the attached [job aid](#) to assist you in documenting your evaluation. Prepare a final summary stating specifically how your team arrived at their decision. Enclose a detailed ranking of each proposal against the stated criteria. It should also include a narrative summary or Executive Overview of the evaluation results identifying the strengths and weaknesses of the responses. If the proposal included Attachment J, this final evaluation documentation is not complete unless the BCED evaluation results are also incorporated. Forward this to Purchasing, along with Regents forms if needed, Purchasing will review it, obtain Regents approval if applicable, and make the award.
- Following the award, Purchasing will notify all respondents of the award decision. The file, including your evaluation documents, will then be available for public viewing consistent with the policies and procedures of the Office of Records and Information Management.

**Additional Buyer's Comment:**

**DEPARTMENT RECOMMENDATIONS:**

**If only one response is received and you wish to award, include information explaining how you know this price is reasonable.**

**Any changes to the original requisition's funding source must be documented on the line below. Check the box at top of page if request involves sponsored funds.**

**All referral forms involving sponsored funds (Funds 1600-1799; 1900-1999; 1198, Org 5999) must also be signed and stamped by the Certified Approver.**

Signer represents that he/she is authorized pursuant to the President's Delegation of Authority, effective November 1, 2002, as provided at <http://www.ogc1.umn.edu/delegations/library>, to make the purchase contemplated by this Bid Referral Form, and hereby authorizes the Director of Purchasing or designee to sign any contract or other documents necessary to complete such purchase.

Dept. Signature	Phone	Certified Approver stamp and signature required on all sponsored funds.
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For RFPs with BCED Attachment J, be sure you have included BCED's scoring into your overall evaluation documentation and attach a copy of BCED's scoring sheet.

Account Number Changes \_\_\_\_\_

# Template for Documenting Evaluation of Proposals

Evaluation Documentation for RFP# \_\_\_\_\_

Project Name: \_\_\_\_\_

## Instructions:

Prepare a document addressing the following questions or points regarding your evaluation methodology. Return it to Purchasing. Show that you scored the proposals against the evaluation criteria stated in the RFP and that you are recommending the award to the vendor with the highest score (best proposal). The grey shaded areas are examples of points to include in your documentation. Remove the grey area data and enter the data relative to your evaluation. Your information is shared with vendors.

### 1. EXECUTIVE OVERVIEW:

#### A. STRENGTHS AND WEAKNESSES:

Provide a narrative paragraph or two on each vendor's response.

- Describe strengths and weaknesses of each response based on the stated evaluation criteria.
- Identify any areas that caused your team to rate a vendor's response lower than others or to reject a response.
- For RFPs that include the BCED Attachment J, identify that you have included the score or rank assigned by BCED into your final scores.

#### B. ENCLOSED DETAIL SPREADSHEET:

- Attach the scoring and spreadsheet used to rank each vendor against the stated evaluation criteria. See some examples of possible spreadsheet styles on reverse side.

### 2. AWARD RECOMMENDATION:

Describe your recommendation for award.

- Identify which vendor(s) you are recommending for award based on their highest rank.
- Identify the dollar amount of the award per vendor.
- State if this dollar amount is annual or if the dollar amount is covering the entire contract period.
- Note if award is \$250,000 or more, [Regents Docket forms](#) must also be prepared and approved prior to award.
- Attach any mutually agreed to modifications to the vendor's response based on your clarification process, your interview process or any negotiations. These modifications should be signed by the vendor. Identify modifications for the buyer so they can be included in the award document.
- Modification document should include any BCED changes that may have been negotiated on Attachment J.
- Any modifications to U of M Terms and Conditions must be approved by the Office of the General counsel.

\_\_\_\_\_  
Evaluation Team Rep

\_\_\_\_\_  
Date

\_\_\_\_\_  
Buyer Approval

\_\_\_\_\_  
Date

Enclose: Spreadsheet or Scoring Sheet.

# Proposal Evaluation Methods

## EXAMPLE 1 - NUMERICAL RATING SHEET (Points Value)

Request for Proposal # \_\_\_\_\_

Evaluation Criteria (From RFP)		Possible Points (Value)	Vendor A	Vendor B	Vendor C
1	Meets stated Methodology	50	50	45	40
2	Price (Total Cost)	20	17	16	15
3	Implementation Plan	10	10	5	10
4	References	10	5	10	6
5.	BCED Program (Based on BCED Score. Pass = all points; Fail = 0 points)	10	0	10	0
TOTAL		100	82	86	71
RANK			2	1	3

## EXAMPLE 2 - NUMERICAL RATING SHEET (Weighted Values)

Request for Proposal # \_\_\_\_\_

Evaluation Criteria (From RFP)		POINTS	Weight	Vendor A	Vendor B	Vendor C
1	Meets stated Methodology	100	.20	$90 \times .20 = 18$	$70 \times .20 = 14$	$85 \times .20 = 17$
2	Price (Total Cost)	100	.30	$65 \times .30 = 19.5$	$85 \times .30 = 25.5$	$75 \times .30 = 22.5$
3	Implementation Plan	100	.10	$90 \times .10 = 9$	$75 \times .10 = 7.5$	$80 \times .10 = 8$
4	References	100	.10	$100 \times .10 = 10$	$100 \times .10 = 10$	$100 \times .10 = 10$
5.	BCED Program (Based on BCED Score. Pass = all points; Fail = 0 points)	100	.30	$100 \times .30 = 30$	$80 \times .30 = 24$	$50 \times .30 = 15$
TOTAL				86.5	81	72.5
RANK				1	2	3

## EXAMPLE 3 - RANKED SHEET – MULTIPLE EVALUATORS

Request for Proposal # \_\_\_\_\_ Proposing Vendor: \_\_\_\_\_

		Eval Member 1	Eval Member 2	Eval Member 3	Eval Member 4	Total
x	Vendor A	2	3	3	2	10
	Vendor B	1.5	1	1	1.5	5
	Vendor C	3	1	2	1	7
x	Vendor D	2	1	2.5	3	8.5
X = Finalists – Invite for presentations						