|  |  |  |
| --- | --- | --- |
| University of Minnesota | **RFP Referral Form****and Proposal****Evaluation Instructions** | Return to: **Purchasing Services** **277 WBOB** **1300 South Second Street** **Minneapolis, MN 55454-1082** **Phone: (612) 624-2828** **Fax: (612) 624-3410** |

|  |  |  |  |
| --- | --- | --- | --- |
|   | 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: |       |  |  |  |  |  |
|  |       |  |  | Second Request |  |  |
|  |       |  |  | **Please return by:** |  |  |
|  |       |  |  |  |  |  |
|  |       |  |  | Third Request |  |  |
|  |       |  |  | **Please return by:** |  |  |
|  |       |  |  |  |  |  |

|  |  |
| --- | --- |
| 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 tabulation 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 $50,000 or more on non-sponsored funds, an MBid Supplier Diversity attachment was inserted into the RFP, requiring proposers to indicate how they will Supplier Diversity into the contract. At the same time the Evaluation Team is sent the supplier proposals, the department of BCED (Business & Community Economic Development) is also sent a copy response information in order to evaluate each supplier’s response to the Supplier Diversity Attachment.

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 supplier is selected. The chair of the committee will need to contact the Category Manager to start this process.

4) The Board of Regents must preapprove any award with an estimated value to the supplier of $1,000,000 or more. The Evaluation Committee is responsible for completing the Regents Summary and Purchase Consent Record.

5) When evaluating these responses, you and your team should observe the following guidelines:

• Identify the responses that have or have not met all of your basic specifications and proposal submission 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 supplier selection. You also need to include narration that explains and justifies the scores received by each supplier.

• For RFPs $50,000 and over on non-sponsored funds, BCED staff will evaluate each proposer’s Supplier Diversity Attachment Response Sheet for the proposer’s Supplier Diversity plan. They will forward these evaluations to you for inclusion in your final evaluation. **Contact BCED at (612) 624-0530 if you do not receive the BCED evaluation information. DO NOT SUBMIT YOUR FINAL EVALUATION DOCUMENTATION TO PURCHASING WITHOUT INCLUDING THE SUPPLIER DIVERSITY 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 supplier'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 include a deadline for responses. The Category Manager 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 supplier has been selected. Attach the Clarification packet in back of the Referral Form and submit to Purchasing.

• 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. Discuss this with the Category Manager.

• You may wish to conduct negotiations with one or more high-scoring suppliers. Your team should have a pre-negotiation meeting (without the supplier) to determine points of negotiation and desired outcomes. The Category Manager should be present for all negotiations. Never reveal information about one supplier's proposal to another supplier. If support of the Supplier Diversity Program was requested in the RFP, the BCED office may choose to participate in the negotiation of the terms of the Supplier Diversity 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 documentation oN THE WINNING PROPOSAL TO Purchasing, for Purchasing's public record**.

• See the attached [job aid](http://ipurchasing.umn.edu/docs/EvalDocTemplate.doc) (Documenting Evaluation of Proposals) 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 an MBid Supplier Diversity Attachment, this final evaluation documentation is not complete unless the Supplier Diversity 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 Category Manager’s Comments to Department**:

**DEPARTMENT RECOMMENDATIONS:**

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

Signer hereby authorizes the Director of Purchasing or designee to sign any contract or other documents necessary to complete such purchase.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Dept. Signature |  | Phone |  |  |

For RFPs with Supplier Diversity Attachment, be sure you have included Supplier Diversity’s scoring into your overall evaluation documentation and attach a copy of Supplier Diversity’s scoring sheet.

**Documenting Evaluation of Proposals (template)**

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

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

**Instructions:**

The evaluation team will 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 the team is recommending the award to the supplier 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 the evaluation. The information will be filed and available to public if requested.

**1. EXECUTIVE OVERVIEW:**

**A. STRENGTHS AND WEAKNESSES:**

Provide a narrative paragraph or two on each supplier'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 supplier's response lower than others or to reject a response.

• For RFPs that include the Supplier Diversity Attachment, identify that you have included the score or rank assigned by BCED into your final scores.

**2. AWARD RECOMMENDATION:**

Describe your recommendation for award.

• Identify which supplier(s) you are recommending for award based on their highest rank. Do not begin any work until award is approved.

• Identify the dollar amount of the award per supplier.

• State if this dollar amount is annual or if the dollar amount is covering the entire contract period.

• Note: if award is $1 million or more, [Regents Docket forms](http://purchasing.umn.edu/need/docket.php) must also be prepared and approved prior to award.

• Include any mutually agreed to modifications to the supplier's response based on your clarification process, your interview process or any negotiations. These modifications should be signed by the supplier. Identify modifications for the Category Manager so they can be included in the award document.

• Modification document should include any BCED changes that may have been negotiated on the Supplier Diversity Attachment.

• Any modifications to U of M Terms and Conditions must be approved by the Office of the General Counsel.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| Evaluation Team Rep |  | Date |  | Category Manager Approval |  | Date |