



**STATE OF ARKANSAS**  
**Department of Finance**  
**and Administration**

**OFFICE OF STATE PROCUREMENT**

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**OSP Policies**

**EVALUATION OF PROPOSALS**

The evaluation phase of the solicitation process is critical to ensuring an open and competitive process while allowing the agency to make a recommendation of the vendor who will provide the best commodity or service to the State.

This policy is applicable to ALL solicitations which utilize an evaluation committee to make a recommendation for the award of a contract. These solicitations types include Request for Proposals (RFP) and Request for Qualifications (RFQ) issued by the Office of State Procurement (OSP), State Agencies, Boards and Commissions, and Colleges and Universities.

A procurement official/representative of OSP, the State Agency, the Board or Commission, or College or University **shall** be responsible for the procurement process, which includes facilitation of the evaluation. This official representative **shall not** serve as an evaluator on the evaluation committee.

• **EVALUATION COMMITTEE TRAINING**

Prior to receiving copies of the vendors' proposals, all evaluation committee members **shall** participate in evaluation committee training sponsored either by OSP or an Agency Procurement Official (APO).

• **EVALUATION COMMITTEE STRUCTURE**

1. Evaluation committee members **shall** be selected based on their knowledge or expertise with regard to the commodity or service being evaluated.
2. Should an agency not have employees with the knowledge or expertise to serve as an evaluator, the agency may request employees of other State Agencies, State Boards and Commissions, or Colleges and Universities to serve as evaluators.
3. Should an agency desire to use qualified employees from other governmental entities outside of State agencies or private sector companies, prior written approval **must** be obtained from the OSP Director or the agency's APO.
4. Evaluation committee members **must** be unbiased toward all vendors and subcontractors included in the evaluation.
5. Evaluation committee members **shall not** have a financial interest, ownership interest, employee interest, or personal interest with any of the respondents or related parties, including identified subcontractors, who have submitted proposals in response to the Bid Solicitation.
6. Evaluation committee members **must** sign a Confidentiality Agreement and Disclosure Statement prior to participating in the evaluation process.
7. Supervisors and their subordinates **shall not** serve jointly on the same evaluation committee without prior written approval from the OSP Director or the agency's APO.
8. Agency Directors, University or College Presidents **shall not** serve as evaluation committee members without prior written approval from the OSP Director or the agency's APO.

- **EVALUATION PROCESS**

1. The integrity of the evaluation process **shall** be protected.
2. Confidentiality **shall** be maintained throughout the procurement process. Information relevant to the procurement process, the evaluation, or to any vendor's proposal **shall not** be discussed with, nor disclosed to, any person not officially participating in the procurement/evaluation.
3. Evaluation of proposals **shall** be based on the evaluation factors as set forth in the Bid Solicitation.
4. Each committee member **shall** individually evaluate and score each proposal. After individual evaluations are complete, the committee members **shall** meet to discuss their findings.
5. Evaluators' individual scores will be added together and averaged to determine each vendor's final technical score/ranking. The final technical scores/ranking **must** be supported by group consensus.
6. On behalf of the evaluation committee, the evaluation chairperson **shall** provide a written outcome of the final scores/ranking to the procurement official/representative.
7. All pricing submitted in response to a RFP **shall remain sealed** until after the completion of the evaluation of technical proposals.

- **EXCEPTION SPECIFIC TO ABA**

Generally, this policy does not include RFQ's for design professionals which are reviewed by the Arkansas Building Authority (ABA). Agencies under ABA review authority may utilize OSP procedures if not in conflict with ABA Minimum Standards and Criteria.

Reminder:

All information in the proposals is kept confidential and any notes, writings, etc. that are in the proposals will be considered public knowledge and viewable. These proposals are kept for the life of the contract plus an additional 7 years.

Must be impartial; no preference for or prejudice against.

Evaluate and score proposals as a group.

If you have any questions regarding the information in the proposals, please refer questions to me.

If you choose to interview and/or setup presentations, my office will arrange.

**All** paperwork, proposals and score sheets will need to be returned back to me once the committee has made a decision.

Each evaluation form must be signed.

The committee chair will prepare a memo stating which company has been chosen and submit to me.

If you have any questions, please let me know.

Thank you,

*Jessica Holloway, APO*  
*Director of Procurement*  
*and Risk Management Services*  
479-968-0269 [www.atu.edu/purchasing](http://www.atu.edu/purchasing)



**ARKANSAS TECH UNIVERSITY  
Russellville, AR 72801-2222**

**CONFIDENTIALITY OF INFORMATION AND DISCLOSURE FORM  
FOR RFP/RFQ EVALUATION TEAM MEMBERS**

**ATU RFP/RFQ No:**

**RFP/RFQ Due Date:**

The Evaluation Team Member shall have no financial interest, ownership interest, employee interest, personal interest or be seeking employment with any of the respondents or related parties, including identified subcontractors or vendors, submitting proposals for this Request for Proposal (RFP) or Request for Qualifications (RFQ).

In the performance of the responsibilities of evaluating the proposals, each Evaluation Team Member will receive proposals from respondents. The Evaluation Team Members shall treat all information as confidential and shall not use any information so obtained in any manner except in the evaluation meetings for the proper discharge of his/her obligations as an evaluator.

From the issue date until a successful respondent is selected and the selection is announced, Evaluation Team Members shall not communicate with any respondent or related party about this or any related procurement. All communications must be directed to the Team Chairperson.

In an effort to protect the integrity of the evaluation process, the proposals and any amendments, as well as all reference checks, shall not be disclosed to anyone not participating in the evaluation process. Although the proposals are subject to the Arkansas Freedom of Information Act (FOIA), there may be information that may not be disclosed under the FOIA.

**This is to certify that, to the best of my knowledge and belief, I have no financial interest, ownership interest, employee interest, personal interest and am not seeking employment with any of the respondents submitting proposals for this RFP/RFQ; and I will comply with all of the above stipulations.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(printed or typed)

Title: \_\_\_\_\_  
(printed or typed)