Committee Member(s):

Thank you for participating in the evaluation of **Request for Proposals #: UK-XXXX-XX** for **Title: XXXXXXXXXXXXXX**. You play an important role on behalf of your area(s) and the University in the evaluation and recommendation of awardee(s). Committee members are typically selected to participate based on their proximity to the RFP services/goods, personal expertise, or having other stakeholder-related roles.

Evaluation dynamics are led by a committee Chair. The Chair guides the committee through the proposal review process and promotes committee decision-making. Members work collaboratively and constructively under guidance of the Chair as they evaluate the proposals. The Chair manages key dynamics related to committee progress and inquiry. The Purchasing Officer handles any communications with outside parties (e.g., Offerors) on behalf of the committee. The Purchasing Officer’s responsibilities also include arranging presentations (if requested), handling legal or ethical questions, and managing compliance issues.

The Purchasing Officer distributes Offerors’ responses (known as the Technical and Financial Proposals) to the committee. The proposals are typically provided in digital form via OneDrive file-sharing. As you review the proposals, remember to maintain a best-value mindset in discussions and decision-making. Thoroughly examine each Technical Proposal and understand the value proposed before examining the respective Financial Proposal. Some Offerors’ Financial Proposal pricing may not be the lowest, but the provisions set forth in their Technical Proposal may be more significant than those of lower-priced competitors.

A short Evaluation Guide is also available for committee members to provide an overview of the process, steps, and responsibilities. Use this guide, in addition to the responsibilities outlined in your signed Confidentiality Statement, to guide the process and decision-making. Remember, committee members are essentially sequestered when it comes to communications during RFP evaluation. Committee concerns or inquiries flow to the Chair who works with the Purchasing Officer to obtain needed information. Confidentiality is required by state law; a breach of confidentiality endangers the process and could potentially cancel the RFP.

Committee evaluation culminates in recommendation of one or more Offeror(s) for contract award(s). The Chair completes and signs the Award Justification Recommendation and forwards to the Purchasing Officer. The recommendation must be approved by the Chief Procurement Officer for the University before contract(s) are created and executed.

Remember, you have an important role in determining the Offeror(s) that will provide the best-value goods or services to the University. Most awarded contracts are multiple years in duration and they can be used by the entire University enterprise. Although not a basis for award, RFP awarded contract(s) could also potentially be used by other Kentucky universities and colleges.