

# EVALUATION COMMITTEE STRUCTURE

Evaluation committee members should be selected based on their ability to make meaningful contributions to the evaluation of the competing proposals. Individuals with knowledge or expertise about the commodity or service being evaluated should be included to the extent practicable.

Three to five evaluators is typically best. Seven or more could become difficult to schedule and may prolong the process. The number may vary and there is no upward limit, but OSP strongly encourages a minimum of three members whenever possible.

Supervisors and their subordinates *shall not* serve jointly on the same evaluation committee without prior written approval from the State Procurement Director or the agency's APO.

The standard approach to evaluating proposals is to utilize an evaluation committee comprised of individuals who have:

- Knowledge or experience that will allow them to contribute meaningfully to the evaluation process.
- No personal goals that may affect their ability to evaluate fairly and professionally, such as having a financial interest, an ownership interest, an employee interest, or a personal interest. Persons seeking employment or a business opportunity with one or more offerors are not to serve as evaluators.
  - If a committee member discloses such an interest, or the procurement official or facilitator learns that a member has such an interest, that member shall be removed from the committee.
  - In addition to actual disqualifying financial interests, ownership interests, employee interests, or personal interests, efforts should be made to avoid the appearance of the loss of impartiality based on recent or pending relationships, such as where one or more of the offerors is:
    - A person with whom the evaluator recently had or seeks a business relationship or transaction (not including routine and minor purchase of consumer goods or services from a major retailer or supplier in the ordinary course, for example, the evaluator's purchase of groceries from a major food contractor);
    - A person for whom the evaluator has, within the twelve months preceding the evaluation, served as officer, director, trustee, general partner, owner, agent, contractor, or employee; or

- A person who enjoys or has recently enjoyed, within the twelve months preceding the evaluation, a special relationship or position of trust with the evaluators, such as a clergyman, superior officer, teacher, attorney, consultant, or fiduciary.

An agency may request employees of:

- Other state agencies.
- State boards and commissions.
- Colleges and universities.

To review the OSP policy regarding evaluations and committee structure, see the ***Evaluation of Proposals Policy*** on the OSP website and TSS OSP Rule R5:19-11-230.