

EVALUATION SCORE SHEETS

The calculations from the evaluation score sheets will provide the final, total *technical* points (not including the cost points) for each proposal.

There are four score sheets used for evaluation. Each has its own tab in the single Excel file and serves a purpose in fulfilling the evaluation scoring process or a requirement of procurement law/policy.

1. Individual Score Worksheet
 - Individual scoring is required by law.
2. Consensus Score Sheet
 - This averages the score, which is required by policy.
3. Weighted Score Sheet
 - This ensures the most important information carries more weight in scoring.
4. Evaluation Summary Score Sheet
 - Shows the final scores/ranking of the vendors.

The score sheet template is posted on the OSP website. See ***Evaluation Score Sheets***. For instructions on how to create the score sheets for your solicitation, click on the link for ***Evaluation Score Sheets Instructions***.

The Individual Score Sheet

The Individual Score Worksheet mirrors the Information for Evaluation table in the Technical Proposal Packet in that it also lists all the evaluation questions by category. The buyer must copy all the Information for Evaluation into the Individual Score Sheet table. The Individual Score Sheets should be provided to each evaluator during the evaluator conference, one for each proposal to be evaluated.

The Consensus Score Sheet

The Consensus Score Sheet is where the individual evaluator's scores for a particular proposal are recorded and averaged to tally the total raw points for that proposal. These raw points are simply the initial evaluation scores *before* they are calculated by the assigned percentage weights for each subsection. Each proposal must have its own Consensus Score Sheet.

The Weighted Score Sheet

The Weighted Score Sheet is where the percentage weight for each section of evaluation questions is applied to the raw, averaged points from the Consensus Score Sheet. This

score sheet will total the averaged and weighted score for a proposal, thereby providing the final, total *technical* score (out of 700 technical points) for a proposal.

The Evaluation Summary Score Sheet

The Evaluation Summary Score Sheet provides an overview of the final technical evaluation scores for all prospective contractors' proposals (when demonstrations are not part of evaluation). It lists each prospective contractor along with its final, averaged, weighted technical score. It also identifies the evaluation team's recommendation for award based on technical merit (not including cost). These final technical scores for each prospective contractor will be added to the calculated cost scores to determine the total, overall score for each prospective contractors' proposal.

Demonstration Score Sheets

For evaluations that include a demonstration, two additional score sheets are utilized:

1. The Pre-Demonstration Consensus Score Sheet
2. The Post-Demonstration Consensus Score Sheet

The Pre-Demonstration Score Sheet for each prospective contractor provides the current raw scores by category (E.1, E.2, etc.). These scores provide the starting point of scoring for each prospective contractor who provides a demonstration. An evaluator may raise or lower these current scores based on the information provided in the demonstration.

The Post-Demonstration Consensus Score Sheet is a record of the final scores (that were raised, were lowered, or remained the same) for each proposal as a result of the demonstration. This score sheet represents the *final technical score* for each prospective contractor that provided a demonstration.

For information on creating the Demonstration Score Sheets or for a copy of the Demonstration Score Sheet template, contact an OSP buyer.

Procurement Record

A copy of all signed score sheets must be kept in the official procurement record.