**WV-111**Revised 07/01/2019



**West Virginia Purchasing Division**

**REQUEST FOR PROPOSAL:**

**Evaluation Committee Designation Form**

**Instructions**:

**Form Submission:** The agency must list each evaluator and advisor on this form along with any additional information requested prior to the release of the request for proposal.

**Evaluators:** The Purchasing Division requires a committee of at least three and recommends no more than five evaluators be included on an RFP evaluation committee charged with evaluating proposals submitted in response to the RFP identified below. The agency procurement officer must be one of the evaluators. All evaluators have a vote in proposal scoring. A non-state employee shall not serve as voting member of the evaluation committee.

**Advisors:** The agency may also invite individuals to serve as advisors who are subject matter experts, knowledgeable in the area of discussion. The advisors may assist the evaluators in understanding the proposals, but are not permitted to vote in proposal scoring.

**General Information**

**Agency / Department:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Procurement Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Form Submission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Solicitation No. (if known): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Description of service being sought with RFP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluation Committee Members**

Name Committee Role Employer Position/Title

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Procurement Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\*

Committee Co/Chair

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Voting Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\*

Co-Chair (if desired)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Voting Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Voting Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\*\*
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Voting Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\*\*

\* The Procurement Officer must be either the Chair or Co-Chair of the evaluation committee.

\*\* Committee members 4 and 5 are optional. The Purchasing Division only requires 3.

**Evaluation Committee Additional Members Request**

Name Committee Role Employer Position/Title

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Voting Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Justification for 6th Evaluation Member:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Voting Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Justification for 7th Evaluation Member:

**Advisors**

Name Employer Position/Title

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Justification for Advisor 1:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Justification for Advisor 2:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Justification for Advisor 3:

*Agency Procurement Officer Signature Date:*

*For Purchasing Division’s Use Only*

□ One or more evaluators/advisors have been DENIED as explained in the attached documentation.
□ All evaluators and advisors are hereby APPROVED.

*Purchasing Director / Designee Signature Date:*