**WV-112**Revised

07/01/2019

TECHNICAL EVALUATION COMMITTEE

SCORING MEMORANDUM

DATE: [insert date]

TO: [insert designated buyer], [insert buyer’s title]

 West Virginia Purchasing Division

FROM: [must be from Evaluation Committee Chairperson]

 [insert State Agency name]

SUBJECT: Technical Evaluation of [insert procurement folder and RFP number]

The Evaluation Committee has completed the technical evaluation for the proposal received for the above referenced CRFP and has reached a consensus decision on the technical scoring of the proposal.

The proposals received the following technical scores out of 70 possible points:

1. [insert first vendor name] ………………………………… XX/70
2. [insert second vendor name]…………………………………. XX/70

A more detailed explanation of the technical score is attached. The following vendors failed to meet the minimum acceptable score.

1. [insert second vendor name]…………………………………. XX/70
2. [insert second vendor name]…………………………………. XX/70

The following proposals were disqualified for failing to meet one or more mandatory requirements as more fully detailed below.

1. [insert first vendor name disqualified for failing to meet mandatory requirements]

* [insert mandatory requirement vendor failed to meet with a reference to the specification number and location in the vendor’s proposal.
* [insert mandatory requirement vendor failed to meet with a reference to the specification number and location in the vendor’s proposal.
1. [insert second vendor name disqualified for failing to meet mandatory requirements]
* [insert mandatory requirement vendor failed to meet with a reference to the specification number and location in the vendor’s proposal.
* [insert mandatory requirement vendor failed to meet with a reference to the specification number and location in the vendor’s proposal.

The Evaluation Committee Members signing below certify that they support the scoring and disqualifications identified herein, and have previously submitted the Certification of Non-Conflict of interest form.

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Committee Chairperson Date Evaluation Committee Member Date

[insert name and title] [insert name and title]

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Evaluation Committee Member Date Evaluation Committee Member Date

[insert name and title] [insert name and title]

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Evaluation Committee Member Date Evaluating Committee Member Date

[insert name and title] [insert name and title]

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Evaluation Committee Member Date Evaluating Committee Member Date

[insert name and title] [insert name and title]