**WV-113**Revised

11/01/2022

**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 and Cost Scoring of [insert procurement folder and RFP number]

 Recommendation for Award

By our signature below, the undersigned, have reached a consensus decision regarding the Request for Proposal in the above referenced solicitation. The total points allowed for the technical review and cost review are 100 and the result of our decision is as follows:

 List Vendor # 1 Name - TOTAL SCORE - 99.38

 List Vendor # 2 Name - TOTAL SCORE – 97

The following vendors were disqualified:

List Vendor #3 Name – Failure to attain the minimum acceptable score as detailed in the technical evaluation.

List Vendor #4 Name – Failure to attain the minimum acceptable score as detailed in the technical evaluation.

List Vendor #5 Name – Failure to meet one or more mandatory requirement as detailed in the technical evaluation.

List Vendor #6 Name – Failure to meet one or more mandatory requirement as detailed in the technical evaluation.

The justification/explanation for the technical and cost evaluation is attached for the above referenced vendors. We recommend the award be made to (List name of vendor with highest total score).

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Chairperson Date Evaluation Committee Member Date

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluation Committee Member Date Evaluation Committee Member Date

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluation Committee Member Date Evaluating Committee Member Date

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluation Committee Member Date Evaluating Committee Member Date

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

**Manual Search Verifications:** By signing below the procurement officer certifies that he or she has verified that:

 [ ] **Vendor is in compliance** with the Secretary of State requirements for business registration (or is not required to register with that office or has obtained the necessary exemption), that the vendor is not identified as a debarred vendor within the Federal SAM system, and that the vendor is not listed on the West Virginia Purchasing Division’s list of debarred vendors.

[ ] **Vendor is not in compliance** with the Secretary of State requirements for business registration and this will need to remedied before contract award.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Procurement Officer Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Procurement Officer Printed Name

COST ANALYSIS

Bids Received and Not Disqualified

List Vendor # 1 Name $26,545.00

List Vendor # 2 Name $26,000.00 LOWEST BID

Vendor Scoring:

**List Vendor # 1 Name**

$26,000.00 Price of Lowest Proposal = .9795 x 30 = 29.3850

$26,545.00 List Vendor # 1 Name

**List Vendor # 2 Name**

$26,000.00 Price of Lowest Proposal = 1 x 30 = 30.0000

$26,000.00 List Vendor # 2 Name