

UNIVERSITY OF LOUISVILLE
Request for Proposal
Evaluation Procedure & Confidentiality Statement

Each scoring member of the RFP Evaluation Committee is required to read and sign this document and return to the Director of Purchasing prior to issuance of the RFP, reviewing proposals, or providing services of any kind. Signature indicates individual has read and understands KRS45A.085, 45A.105, 45A.110, 45A.160, 45A.990, and 164.821(7), 200 KAR 5:307, and the University of Louisville Conflict of Interest Policy. (See enclosures.)

In order to obtain an objective evaluation, insure a fair and unbiased review of all offers and preserve the integrity of the competitive negotiation process, the following general procedures must be adhered to:

1. A chairperson will be designated who shall act as the liaison between the committee and the Department of Purchasing. All committee contacts with offerors shall be via the committee chairperson with notice to the Department of Purchasing or designated staff persons. Evaluation committee members and consultants to the evaluation committee shall be prohibited to make direct contact with offerors in any way related to this procurement except during scheduled oral presentations and negotiation sessions. The prohibition for direct contact includes the period of time between the issuance of the RFP and receipt of proposals by the Department of Purchasing. Violations of this prohibition may result in the dismissal of the offending evaluation committee member and/or consultant.
2. Responsive Proposals received as a result of RFP No. _____ will be evaluated based on the evaluation criteria set forth in the Request for Proposal. Numerical or other appropriate rating systems may be used.
3. Written or oral discussions shall be conducted with all responsible offerors who submit proposals determined in writing to be the most reasonably susceptible of being selected for award, consistent with the charge of the committee.
4. KRS45A.085 subsection (6) prevents the disclosure of information derived from proposals submitted by competing offerors to other offerors, which includes indirect communication with any person not under an obligation of confidentiality, including the media, until negotiations have been concluded by the final rejection of all proposals or the acceptance of a proposal and the awarding of a contract.
5. It is the responsibility of the Chairperson to assure that all final evaluation documentation, scoring and summary conclusions, shall be in writing, and are transmitted to the Director of Purchasing to use as a basis for the award of contract.
6. All final records pertaining to the development, issue and award of a contract based on a Request for Proposal are maintained by the Department of Purchasing in official files and are subject to provisions of the Kentucky Open Records law. Proprietary information submitted by a vendor and properly marked as such may not be disclosed, even after award without permission of the vendor.
7. Each Evaluator must disclose to the Department of Purchasing any potential conflict of interest (as defined in the U of L Conflict of Interest policy) that exists as a result of their participation on the evaluation committee.

Evaluator's Signature _____

Evaluator's Name (print) _____

Request for Proposal No. _____

Date _____