

RFx Evaluation Methodology

Individual evaluations by members of the Evaluation Committee is followed by a group scoring consensus meeting.

The Project Lead will gather the scores from each evaluator. Scores within 30% or less variance will be considered to have consensus and the average will be utilized as the final score or criteria.

Criteria with differences greater than a 30% variance will be discussed within a group scoring consensus meeting. The Project Lead and Procurement Officer will preside over the group scoring consensus meeting.

Group scoring consensus meeting process:

- The evaluator with the lowest score will be asked to speak first followed by the Evaluator with the highest score. The evaluator with the second lowest score will then be asked to speak, then the evaluator with the second highest score. This will continue until everyone has had an opportunity to speak (evaluators are not required to speak to all scores).
- The Project Lead will open the floor to additional comments. Once there are no more speakers, the item will be considered closed.
- Evaluators will then be given the opportunity to revisit their score for that criteria and make any adjustments they feel are necessary based upon the group discussion.
- Evaluators are not required to disclose to others whether or not they intend to change their score for any individual criteria. However, evaluators are required to record the reason for any change to their initial score.
- Once the Evaluators have had the opportunity to revisit their scores, the final score for the category will be tabulated by averaging the final scores of each evaluator.
- In the case of widely divergent scores (60% variance or more), the Project Lead will remove the top and bottom score and average the remaining scores.