# TECHNICAL EVALUATION REPORT

(EXAMPLE FORMAT- Use this format to send your report to the CS/CO)

To: *(Insert CO/CS name and Title)*

From: *(Insert name of the Chairperson)* Technical Evaluation Panel Chairperson

Subject: **Solicitation Number:** *(Insert Solicitation number and Description of Services)*

1. Technical evaluation of the proposals submitted in response to the subject solicitation has been completed. Proposals were evaluated by the following personnel in accordance with the technical evaluation criteria contained in the solicitation.

**Note:** If the technical evaluation panel contained both voting members and advisory members, please list them separately.

i) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name Signature

ii) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Signature

iii) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Signature

iv)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Signature

1. In accordance with the solicitation, the criteria used by the committee for the technical evaluation of proposals are the following:

*(Insert Evaluation Criteria)*

*1.*

*2.*

*3.*

*4.*

1. The following offeror’s submitted technical proposals, listed in descending order of merit, that are considered **technically acceptable:**

Firm or Institution Numerical Rating (0-100 points)

i) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Total number of Points

ii) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Total number of Points

1. The following organizations submitted proposals that are considered **technically**

**unacceptable.**

Firm or Institution Numerical Rating (0-100 points)

i) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Total number of Points

1. Individual evaluation sheets for each proposal have been completed by each

evaluator ***(Exhibit I).*** These evaluation sheets indicate the numerical ratings assigned to each proposal, adequately supported by comments indicating the strengths and weakness found in each proposal. A composite evaluation sheet ***(Exhibit II)*** indicating the total scores for each proposal from each evaluator, and the average score, has also been completed. The individual evaluation sheets, composite evaluation and this report are being furnished to you for inclusion in the official contract file.

1. The following narrative summarizes the strengths and weaknesses found in each

proposal and reservations or qualifications that might impact discussions and bear on the Contracting Officer’s decision to award to that firm. Concrete technical reasons based on the evaluation criteria must be provided to support all determinations of acceptability or unacceptability.

1. A completed Conflict of Interest Statement and Non-Disclosure Statement ***(Exhibit III)*** and Federal Procurement Integrity Act Certification***(Exhibit IV)*** for each technical evaluation panel member are attached to this report.

Signature:

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

Technical Evaluation Chairperson

Attachments:

● ***Exhibit-I*** Completed Individual Evaluation Sheets from each evaluator

● ***Exhibit-II*** Completed Composite Evaluation Sheet

● ***Exhibit-III*** Completed Confidentiality Agreement and Conflict of Interest Statements from each evaluator

# EXHIBIT I

INDIVIDUAL EVALUATION SHEETS

SUMMARY SHEET FOR EACH PROPOSAL

**Solicitation Number:** *(Insert Solicitation no. and description of Services)*

OFFEROR: *(Insert Offeror’s name)*

Please note that a perfect score for a criterion means that the offeror does not have any weaknesses in that area.

Evaluation Criteria Maximum Points Assigned Score

*(Insert Evaluation Criteria) (Insert Max Points) (Insert score assigned)*

*1.*

*2.*

*3.*

*4*

*5.*

Total 100 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this Proposal Technically Acceptable (Yes or No)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Print or Type)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# EVALUATION SHEET FOR EACH INDIVIDUAL EVALUATION CRITERIA

Note: Evaluators must complete an evaluation sheet for each criterion and for each offeror. Please write complete sentences for both strengths and weaknesses to support your score.

**Solicitation Number:** *(Insert Solicitation no. and description of Services)*

OFFEROR: *(Insert Offeror’s name)*

**EVALUATION CRITERIA:**

1. *(Insert Evaluation Criteria 1)**(Insert Points available)***Points**

*(Insert Evaluation Criteria-1 as written in the solicitation Section M)*

Points Available: *(Insert Points available)* Points Assigned: *(Insert Points assigned)*

Strengths:

Weaknesses/Deficiencies:

**Note: Any requests for clarification resulting from technical proposal review must be provided to the contract specialist so they may be addressed.**

# EVALUATION SHEET FOR EACH INDIVIDUAL EVALUATION CRITERIA

Note: Evaluators must complete an evaluation sheet for each criterion and for each offeror. Please write complete sentences for both strengths and weaknesses to support your score.

**Solicitation Number:** *(Insert Solicitation no. and description of Services)*

OFFEROR: *(Insert Offeror’s name)*

**EVALUATION CRITERIA:**

1. *(Insert Evaluation Criteria 2)**(Insert Points available)***Points**

*(Insert Evaluation Criteria-2 as written in the solicitation Section M)*

Points Available: *(Insert Points available)* Points Assigned: *(Insert Points assigned)*

Strengths:

Weaknesses/Deficiencies:

**Note: Any requests for clarification resulting from technical proposal review must be provided to the contract specialist so they may be addressed.**

# EVALUATION SHEET FOR EACH INDIVIDUAL EVALUATION CRITERIA

Note: Evaluators must complete an evaluation sheet for each criterion and for each offeror. Please write complete sentences for both strengths and weaknesses to support your score.

**Solicitation Number:** *(Insert Solicitation no. and description of Services)*

OFFEROR: *(Insert Offeror’s name)*

**EVALUATION CRITERIA:**

1. *(Insert Evaluation Criteria 3)**(Insert Points available)***Points**

*(Insert Evaluation Criteria-3 as written in the solicitation Section M)*

Points Available: *(Insert Points available)* Points Assigned: *(Insert Points assigned)*

Strengths:

Weaknesses/Deficiencies:

**Note: Any requests for clarification resulting from technical proposal review must be provided to the contract specialist so they may be addressed.**

# EVALUATION SHEET FOR EACH INDIVIDUAL EVALUATION CRITERIA

Note: Evaluators must complete an evaluation sheet for each criterion and for each offeror. Please write complete sentences for both strengths and weaknesses to support your score.

**Solicitation Number:** *(Insert Solicitation no. and description of Services)*

OFFEROR: *(Insert Offeror’s name)*

**EVALUATION CRITERIA:**

1. *(Insert Evaluation Criteria 4)**(Insert Points available)***Points**

*(Insert Evaluation Criteria-4 as written in the solicitation Section M)*

Points Available: *(Insert Points available)* Points Assigned: *(Insert Points assigned)*

Strengths:

Weaknesses/Deficiencies:

**Note: Any requests for clarification resulting from technical proposal review must be provided to the contract specialist so they may be addressed.**

# EVALUATION SHEET FOR EACH INDIVIDUAL EVALUATION CRITERIA

Note: Evaluators must complete an evaluation sheet for each criterion and for each offeror. Please write complete sentences for both strengths and weaknesses to support your score.

**Solicitation Number:** *(Insert Solicitation no. and description of Services)*

OFFEROR: *(Insert Offeror’s name)*

**EVALUATION CRITERIA:**

1. *(Insert Evaluation Criteria 5)**(Insert Points available)***Points**

*(Insert Evaluation Criteria-5 as written in the solicitation Section M)*

Points Available: *(Insert Points available)* Points Assigned: *(Insert Points assigned)*

Strengths:

Weaknesses/Deficiencies:

**Note: Any requests for clarification resulting from technical proposal review must be provided to the contract specialist so they may be addressed.**

# EXHIBIT II

COMPOSITE EVALUATION SHEET

**Solicitation Number:** *(Insert solicitation number and Description of Services)*

| **Name of**  **Offeror** | **Panel Member**  **# 1**  **Total Score** | **Panel Member**  **# 2**  **Total Score** | **Panel Member**  **# 3**  **Total Score** | **Panel**  **Member**  **# 4**  **Total Score** | **Average**  **Score** |
| --- | --- | --- | --- | --- | --- |
| A |  |  |  |  |  |

# EXHIBIT III

**CONFLICT OF INTEREST AND NON‑DISCLOSURE STATEMENT**

I acknowledge that I have been selected to participate in the source selection of **Solicitation Number:** *(Insert solicitation no. and Description of Services)*. I certify that I will not knowingly disclose any contractor bid or proposal or source selection information directly or indirectly to any person other than a person authorized by the Head of the Contracting Activity or the Contracting Officer (CO) to receive such information. I understand that unauthorized disclosure of such information may subject me to substantial administrative, civil and criminal penalties, including fines, imprisonment, and loss of employment under the Procurement Integrity Law or other applicable laws and regulations.

To the best of my knowledge, I certify that neither I nor my spouse, my dependent children, members of my household, nor personnel with whom I am seeking employment:

1. Have any direct or indirect financial interest in any of the firms submitting proposals or their proposed subcontractors, or
2. Have any other beneficial interest in such firms except as fully disclosed on an attachment to this certification.

I further affirm that in the event that any business entity, either as a prime or subcontractor, in which I, or a member of my family or household, have holdings, financial interest, or an employment relationship, of whatever nature and to whatever extent, submits a proposal in response to this solicitation that I will notify the CO in writing and withdraw from participation in the evaluation.

I certify that I will not discuss with, or reveal to, any representative of any business organization or other entity, or any individual person (except persons specifically assigned to my specific proposal evaluation group) either within or without the United States Government, any aspects of the pending procurement. The term "any aspects of the pending procurement" includes, but is not limited to, information such as the identity and number of Contractors, the method of procurement, the number and identity of Government personnel involved, and the schedule of key technical and procurement events in the source selection process. Except as specifically authorized by the CO, the release of such information constitutes the unauthorized release of advance procurement or procurement information. I recognize that a significant factor in the successful and proper completion of the source selection process is the strict confidentiality observed by all Government participants in the various proposal evaluation and evaluation review groups concerning all of the activities and procedures involved in source selection and that failure to comply with these requirements may compromise the ultimate source selection. I acknowledge that the unauthorized release of advance procurement or procurement information as defined herein may result in the termination of my participation in this procurement. In the event I release any of the advance procurement or procurement information covered hereby, I agree to so advise the senior member of the proposal evaluation or proposal evaluation review group to which I am assigned as soon as practicable. That advice will identify the business organization or other entity, or individual person, to whom the information in question was divulged and the content of that information.

| Printed Name: | |  | |  | |
| --- | --- | --- | --- | --- | --- |
| Signature: |  | | |  | |
| Position: |  | | |  | |
| Organization: |  | | Date: | |  |

# EXHIBIT IV

**FEDERAL PROCUREMENT INTEGRITY ACT**

Subsection 27(d)(7)(A) of the Office of Federal Procurement Policy Act, 41 U.S.C. 423 (hereinafter the Act), and Sections 3.104-1 through 3.104-9 of the Federal Acquisition Regulation (FAR), require certification that individuals who participate in the preparation and/or submission of bids and/or offers for which the undersigned has participated or will participate in personally and substantially declare that they are familiar with and will comply with the requirements of subsection 27(a) of the Act and FAR 3.104-3 as follows:

During the course of any federal agency procurement of products or services, I understand and certify that I will observe the following rules of conduct:

1. I will not solicit or accept, directly or indirectly, any promise of future employment or business opportunity from, or engage, directly or indirectly, in any discussion of future employment or business opportunity with, any officer, employee, representative, agent, or consultant of a competing offeror.
2. I will not ask for, demand, exact, solicit, seek, accept, receive, or agree to receive, directly or indirectly, any money, gratuity, or other thing of value from any officer, employee, representative, agent, or consultant of any competing offeror for this acquisition. I will advise my family that the acceptance of any such gratuity may be imputed to me as a violation, and must therefore be avoided.
3. I will not discuss proposal evaluation or source selection matters with any unauthorized individuals (including Government personnel), even after contract award, without specific prior approval from proper authority.
4. I understand that my obligations under this certification are of a continuing nature. If at any time during the source selection process, I receive a contract from a competing offeror concerning employment or other business opportunity, the offer of a gift from a competing offeror, or I encounter circumstances where my participation might result in a real, apparent, or potential conflict of interest, I will immediately seek the advice of an Ethics Counselor and report the circumstances to the Source Selection Authority.

I understand that making a false, fictitious, or fraudulent certification may subject me to prosecution under Title 18, United States Code, Section 1001

| Printed Name: | |  | |  | |
| --- | --- | --- | --- | --- | --- |
| Signature: |  | | |  | |
| Position: |  | | |  | |
| Organization: |  | | Date: | |  |