



# Purchasing Department Standard Operating Procedure Evaluation Committee Members

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Effective Date:  
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## SOP Full Title: Evaluation Committee Members SOP

**1. Objective:** To establish guidelines for members about the RFPs/RFQs evaluation process.

**2. Applicability:** Applies to all evaluation committee members.

### 3. Procedure/Instructions

#### A. Evaluation committee

1. Evaluation committee comprised at least three subject matter experts. Each evaluation committee is established for one specific solicitation.
2. A member of the Evaluation committee shall serve until a successor is appointed. An alternate may be designated by any member to attend in that member's place and the alternate shall be reviewed and approved by the evaluation committee chair.
3. Director of Purchasing shall serve as a nonvoting member and the chair for the evaluation committee and provide guidance to any question. Buyer/Procurement Manager for the project shall serve as a nonvoting coordinator.

#### B. Evaluation committee members responsibilities

1. Evaluation is the process by which a qualified committee reviews and scores the proposals based on evaluation criteria published in the RFP/RFQ. The evaluation criteria should be comprehensive enough to determine the best value solution for the entity so that a recommendation for award can be made.
2. Committee members must act in a manner that best serves the public interest, ensures the fairness of the evaluation process, and never manipulate or unfairly influences other members of the committee.
3. Committee members should complete the evaluation independently, free from any external influences including vendors, elected officials, supervisors, peers, etc.
4. Evaluation committee members should keep the confidentiality throughout the whole procurement process from the RFP drafting, evaluation, and interview to contract negotiation and council approval.

#### C. Evaluation process

1. All evaluation committee members should sign a Confidentiality and conflict of interest disclosure form before they are given the proposals and associated RFP materials.
2. It shall be unethical for any LCPS employee to participate directly or indirectly in a procurement evaluation process when the LCPS employees knows that the LCPS employee or any member of the LCPS employee's immediate family has a financial interest pertaining to the procurement contract or any other person, business or organization with whom the LCPS employee or any member of a LCPS employee's immediate family is negotiating or has an arrangement concerning prospective



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employment is involved in the procurement. If a committee member has a conflict of interest, please inform the Director of Purchasing immediately.

3. Procurement Manager will check the proposals for material responsiveness, assign preference points, and calculate the cost proposal points. Evaluation committee members are responsible to review and score the technical proposal of the submission.
4. Committee members should 1). evaluate the technical proposals according to the published criteria and evaluation methodology; 2). Use a consistent approach when scoring each criterion and each proposal; 3). Record scores with the rationale or justification as written comments regarding each proposal’s strengths and weaknesses improve the quality and value of the final recommendation for award. Here is an example for rating legend:

Rating Legend
1 - Excellent - 100% of the criteria possible points
2 - Good - 70% of the criteria possible points
3 - Acceptable - 40% of the criteria possible points
4 - Poor - 10% of the criteria possible points
5 - Unresponsive - 0% of the criteria possible points

5. If interviews are determined to be necessary by the evaluation committee will ask additional questions and assign additional points to the questions. Committee members will score the interview section and the additional interview points will be added to the total proposal points to calculate the final scores. Preference points will be calculated based on total possible points.

## 4. References

New Mexico Statutes Chapter 13 - New Mexico State Procurement Code  
NMAC Title 1, Chapter 4, Part 1 - Procurement Code Regulations

## 5. Definitions and Acronyms

- A. SOP = Standard Operating Procedure
- B. RFP = Request for Proposals
- C. RFQ = Request for Qualifications
- D. LCPS = Las Cruces Public Schools

## 6. Optional Table of Contents

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Date:

<b>Approved by</b>
Name: Edward G. Ellison, CPA
Title: Chief Financial Officer
Signature:
Date:

**Revision History:**

<b>Date</b>	<b>Explanation of change(s)</b>