

TO: Evaluation Committee Members

FROM: Procurement Services

SUBJECT: Instructions for Participation on a University Evaluation Committee

Thank you for your willingness to participate on the Evaluation Committee for this procurement.

In order to assist you in this role, Procurement Services has developed the attached “Instructions for Participation on a University Evaluation Committee,” which provides you with an overview of the role of the Evaluation Committee in the procurement process and information regarding your responsibilities as an Evaluation Committee member.

As an Evaluation Committee member your responsibilities include being objective, impartial, unbiased and fair in all aspects of the evaluation process and you must adhere to the University’s Procurement Policies and Procedures, the State laws, regulations and policies governing public procurement and the New Jersey Uniform Code of Ethics.

Should you have any questions regarding participation on the Evaluation Committee, please make them known to the Procurement Services buyer assigned to your Evaluation Committee or contact Procurement Services directly (Ext. 4145). We will do all that we can to ensure the best use of your time as you serve in this critical role in evaluating the bid proposals received and recommending a contract award.

INSTRUCTIONS FOR PARTICIPATION ON A UNIVERSITY EVALUATION COMMITTEE

I. The Role of the Evaluation Committee in the Procurement Process.

The Evaluation Committee's role in the procurement process is to evaluate bid proposals received and to recommend a contract award. The Evaluation Committee's goal is to reach a consensus decision as to which bidder is to be recommended for contract award based upon the evaluation criteria contained in the request for proposals or qualifications (RFP/RFQ). Such consensus decision is based upon the Evaluation Committee's analysis and discussion of the bid proposals received.

II. Formation and Composition of the Evaluation Committee

The Evaluation Committee is formed prior to the pre-bid meeting, or if there is no pre-bid meeting, prior to the receipt of bid proposals. This is done to ensure that there is no perception that the Evaluation Committee was formed to favor a particular bidder. The Evaluation Committee generally includes individuals that bring together the expertise necessary to evaluate the bid proposals received.

Individuals who have a known or perceived conflict of interest with any potential bidder, or with any potential subcontractor of a potential bidder, should not serve on the Evaluation Committee. Individuals who become aware of an actual, perceived or possible conflict of interest during their service on the Committee should immediately notify the assigned Procurement Services buyer or the Director of Procurement Services. The Procurement Services buyer or the Director of Procurement Services will inform the University Ethics Officer who will review the issue in accordance with established procedures.

The Evaluation Committee ordinarily consists of from three (3) to five (5) members. The Procurement Services buyer assigned to the Committee provides guidance regarding applicable Procurement Policies and Procedures.

For procurements related to major capital projects or services, the evaluation process may be undertaken in two phases. During the first phase an initial Evaluation Committee will be formed as noted above. The Phase One Evaluation Committee will identify three (3) to five (5) finalists considered to be the most responsive, responsible bidders. Following the identification of the finalists, the

Committee membership will be increased to include the President or designee, Provost or designee, and will also include as appropriate for the particular contract being procured, the Vice President for University Facilities or designee, dean(s) and/or other vice president(s). The Expanded Evaluation Committee will evaluate the finalists and make a recommendation to award the contract.

An Evaluation Committee may consult with other University staff regarding technical or other specialized aspects of the RFP. However, only Evaluation Committee members may deliberate and participate in the Award Recommendation.

III. Responsibilities and Conduct of Evaluation Committee Members during the Procurement Process.

A. Evaluation Committee members must adhere to the following general principles of conduct:

- Abide by the applicable provisions of the New Jersey Uniform Code of Ethics (<http://www.nj.gov/ethics/docs/ethics/uniformcode.pdf>).
- Conduct themselves in a professional manner at all times, whether with other Evaluation Committee members, bidders, or the public;
- Be objective, impartial, unbiased, and fair in all aspects of the evaluation process;
- Refer all inquiries received relating to the evaluation of bid proposals received, whether from University staff, bidders, the general public, elected officials or the press, to the Procurement Services representative on the Evaluation Committee or to the Director of Procurement Services;
- Hold all Evaluation Committee proceedings, bid proposals and writings, including but not limited to email exchanges, in strict confidence;
- Immediately make known to the Procurement Services representative on the Evaluation Committee any real or perceived conflict of interest of any party involved in the procurement process, particularly with bidders, including proposed subcontractors of bidders; and
- Have no direct or indirect personal financial interest in any bidder, or proposed subcontractor thereof.

B. Evaluation Committee Member Specific Responsibilities

Being an Evaluation Committee member entails the following:

- Requires a commitment of time and sound judgment.
- Becoming familiar with the requirements of the RFP/RFQ;
- Adhering to the evaluation criteria set forth in the RFP/RFQ;
- Conducting a review of bid proposals prior to the initial Evaluation Committee meeting;
- Participating in an initial Evaluation Committee meeting, at which Evaluation Committee members discuss their initial reactions to the bid proposals and determine whether clarifications to any of the bid proposals are necessary. If clarifications are necessary, such clarifications can be through either written questions to the bidder or an oral presentation by the bidder;
- Attending all oral presentations;
- Attending a final Evaluation Committee meeting, at which a determination is made as to which bidder will be recommended for contract award;
- Participating in the drafting of the Evaluation Committee's Award Recommendation;
- Signing the Evaluation Committee's Award Recommendation; and
- If requested, clarifying the contents of the Evaluation Committee's Award Recommendation to University senior staff.