Friday, December 13, 2019

**ASU RFP #**

**Name of RFP**

**Subject:** Evaluation Committee Recommendation

This is a summary of the committee activities with regard to supplier selection for [project name]

The Evaluation Committee was comprised of:

Member Name, Title, Dept (Committee Chair)

Member Name, Title, Dept

Member Name, Title, Dept

Member Name, Purchasing and Business Services, Facilitator

All responses to the RFP were due by <DATE>; the deadline for inquiries was <DATE>. Based on supplier inquiries <#> addenda were issued.

A total of <#> responses were received from the following suppliers: [list in alpha order]

1. Supplier Name
2. Supplier Name
3. Supplier Name

After independent review of the proposals, the committee gathered on <DATE>, and determined the following ranking.

1. Supplier Name
2. Supplier Name
3. Supplier Name

Support as follows:

**Supplier Name:**

1. Eval Criteria One: detail how the proposal met/did not meet this criteria
2. Eval Criteria Two: detail how the proposal met/did not meet this criteria
3. Continue through all evaluation criteria

Can add additional narrative down here to further support case

**Supplier Name:**

1. Eval Criteria One: detail how the proposal met/did not meet this criteria
2. Eval Criteria Two: detail how the proposal met/did not meet this criteria
3. Continue through all evaluation criteria

Can add additional narrative down here to further support case

**Supplier Name:**

1. Eval Criteria One: detail how the proposal met/did not meet this criteria
2. Eval Criteria Two: detail how the proposal met/did not meet this criteria
3. Continue through all evaluation criteria

Can add additional narrative down here to further support case

Based on the above [can point out specific details here] the committee decided to bring the top two candidates in for interviews.

After the interviews the committee has decided on a final ranking of:

1. Supplier Name

Provide details from the interview to support this

1. Supplier Name

Provide details from the interview to support this

For the reasons stated above, the committee feels that Supplier Name is the most responsive and responsible bidder and is requesting the award be made to Supplier Name.

Respectfully Submitted,

Committee Chair