**TO:** NAME OF CHIEF BUYER AT THE STATE, Chief Buyer

**FROM:**  NAME OF CCRI REVIEW COMMITTEE CHAIR, TITLE, CCRI

**DATE:** DATE

**RE:** **Evaluation of Proposals Submitted in Response to RFP #** #########**,** TITLE OF RFP

Attached is the Technical Evaluation Team Report for the proposals that were submitted in response to RFP # #########**,** TITLE OF RFP. According to the RFP the minimum technical evaluation score is SPELL OUT NUMBER OF POINTS (ex: twelve) points out of a possible total of SPELL OUT NUMBER OF POINTS (ex: twelve) points to advance to the cost evaluation phase.

SPELL OUT NUMBER OF PROPOSALS RECEIVED (ex: twelve)proposals were received and reviewed. The review period took place between DATE and DATE. SPELL OUT NUMBER (ex: twelve) of the SPELL OUT NUMBER (ex: twelve) proposals received met the required point threshold to advance to the cost evaluation phase.

**Technical Review Committee Members:**

CREATE A BULLETED LIST OF ALL REVIEW COMMITTEE MEMBERS’ FULL NAME, CCRI TITLE, AND IDENTIFY COMMITTEE CHAIR

**Vendor Submittals:**

CREATE A BULLETED LIST OF EACH VENDOR WHO SUBMITTED A TECHNICAL RESPONSE

**Project Background:**

COPY AND PASTE THE PROJECT BACKGROUND FROM THE POSTED RFP HERE

**The following information comes directly from Section C of RFP #** ########**:**

COPY AND PASTE THE SCORING CRITERIA FROM SECTION C 1: TECHNICAL PROPOSAL OF THE POSTED RFP HERE

Total Possible Technical Points (## Points)

**Scoring and Recommendations:**

Proposals were reviewed by the Technical Review Committee in weekly sessions conducted between DATE and DATE were rated according to the criteria listed above. Per the RFP, the technical proposal had to receive a minimum of ## out of a maximum of ## points.

The attached PDF details how each vendor was scored by each team member. The evaluation team provided rationale for the proposals dropped from consideration, see information below.

**Overall Recommendations:**

The proposals receiving scores of less than ## will be dropped from further consideration.

**Proposals receiving scores less than** ## **were:**

LIST ANY VENDORS RECEIVING BELOW THE MINIMUM NUMBER OF POINTS ALONG WITH A BRIEF DESCRIPTION WHY EACH VENDOR SCORED SO LOW

**Proposals receiving scores** ## **or more were:**

The committee recommends that the following vendors advance to the cost proposal evaluation phase:

LIST ANY VENDORS RECEIVING THE MINIMUM OR MORE POINTS

**Cost Proposals:** Total possible Cost Proposal points (## points)

PROVIDE A BRIEF STATEMENT ABOUT HOW AND WHEN THE COST PROPOSALS WERE REVIEWED

VENDOR NAME was awarded ## points

VENDOR NAME was awarded ## points

**Overall Recommendations:**

VENDOR NAME – ## total points

VENDOR NAME – ## total points

**Final Recommendation:**

After careful review of the Technical and Cost Proposals provided by LIST VENDORS, CCRI recommends to award the bid to WINNING VENDOR NAME. Please review the Team Evaluation and Financial Documentation that reflects the decision of the committee.