STATE FISCAL ACCOUNTABILITY AUTHORITY OFFICE OF STATE PROCUREMENT

1201 MAIN STREET, SUITE 600

COLUMBIA, SC 29201

(803) 737-0600

# TO: FROM: SUBJECT: DATE:

RFP PANEL MEMBERS

George Rozes, PROCUREMENT MANAGER

RFP NO. 5400027585 Property Management Software for SC Housing

December 12, 2024

Meeting noticed on TEAMS 9:00 AM

Please find enclosed:

* Evaluation Panel Briefing Instructions Sheet
* Evaluator Explanations

COMMITTEE MEMBERS MUST REVIEW THE GUIDELINES STIPULATED ON THE EVALUATION PANEL BRIEFING INSTRUCTIONS BEFORE READING ANY RESPONSES.

Please read each proposal carefully and thoroughly. Be prepared to discuss each proposal at the selection meeting. You may complete your Evaluator Reports in pencil, or use a working evaluation sheet prior to the selection meeting. You might want to adjust your scores when the Panel meets for discussion. Please do not write in any of the proposals.

**Do not discuss the evaluation process among yourselves outside of this forum.**

At the selection meeting you will have the opportunity to hear the opinions of all other committee members. They may have caught something significant that you missed, or vice versa. You may adjust preliminary scores at any time prior to finalizing them in ink and turning them in.

If you should have any questions, concerns, or outside contacts regarding this procurement to report, please contact me at SFAA/Office of State Procurement, (803) 737-5769, grozes@mmo.sc.gov .

**OFFICE OF STATE PROCUREMENT (OSP) RFP**

**Panel Briefing Instructions to the Evaluation Panel**

You have been selected to provide input and guidance in the selection of a vendor to fulfill the needs of the State as set forth in the subject RFP. The OSP Procurement Officer reviewed the contractual language in each proposal received and you have received all those proposals that the State believes meet the contractual terms and conditions contained in the RFP. Your responsibility is to review, evaluate, and score each proposal.

1. **Conflict of Interest** — See applicable form Procurement Integrity Representations and Restrictions.
2. **Reviewing Proposals:** The RFP listed the State’s requirements for this procurement. Those requirements containing the words “must” or “shall” are considered mandatory. If you believe that an offeror’s proposal fails to meet one of these requirements, notify the OSP procurement officer as soon as possible. The procurement officer will review your findings and notify the other evaluators. Any proposal not meeting a mandatory requirement must be eliminated from consideration. There may be other requirements listed in the RFP containing the words such as could, may, might, or should. These requirements are considered optional or desirable. If you do not understand an Offeror’s response to a requirement, contact the OSP Procurement Officer and ask the Procurement Officer to seek clarification from the Offeror. The Procurement Officer will get the clarification for you and share that information with the other members of the evaluation committee. It is imperative that all evaluators have the same information concerning an Offeror’s proposal**. DO NOT** contact the Offeror on your own! This could jeopardize the procurement.
3. **Evaluation** — Your responsibility is to provide an impartial, unbiased evaluation of each and every proposal according to the evaluation criteria contained in the RFP. The evaluation panel may meet for the purpose of discussions prior to finalizing scores and making an award. All scoring panel members must attend all meetings of the evaluation committee.
4. **Rating Structure** — The evaluation points for each award criteria are as indicated on the evaluation sheet.
5. **Price --** If price was an initial evaluation criteria, the points for price will either be figured by the chairperson or his designee based on a formula supplied by the Office of State Procurement, or subjectively by the each evaluator, as instructed by the Procurement Officer.
6. **Score Sheets** -- Score sheets are to be completed and signed in ink by each panel member prior to turning them in to the chairperson.
7. **Documentation of Scoring** — For each proposal, evaluators will provide a brief written explanation for the points awarded for each evaluation criteria. This explanation will be included in the Procurement Officer’s file and subject to public review under the Freedom of Information Act. In the event of a protest, each member of the evaluation panel may be called upon to support their reasoning before the Chief Procurement Officer, the Procurement Review Panel, or in a Court of Law. Evaluators should not include working papers, notes, or extraneous comments with the evaluation information returned to the Procurement Officer.
8. **Protest Hearing(s)** -- All decisions by this Evaluation Panel are subject to protest. Each member and/or the whole panel may be called upon to explain or defend their rating.
9. **Confidentiality** -- All information presented or reviewed and anything discussed during the entire evaluation process is considered confidential. You will be required to return all copies of the proposals to the OSP Procurement Officer upon completion of the evaluation. No discussions are allowed with anyone not part of this evaluation process (internal or external) until an award is made or finalized. See applicable form Non-Disclosure Agreement—Procurement Information.