**Evaluation Report**

**Public Procurement Committee ($250k plus)**

**Entity Procurement Committee ($100k - $250k)**

**PPC#XXXXXXXXXXX – PROJECT NAME**

Project Overview:

Remove instruction notes in green prior to submitting to the PPC:

* Download Project Details section from Bonfire under the Reports Tab
* Delete Seal status section
* Delete Conflict Of Interest declaration text – but include COI status for each Reviewer
* Format document to condense information provided

|  |  |
| --- | --- |
| Project Details |  |
| Reference ID |  |
| Project Name |  |
| Project Owner |  |
| Project Type |  |
| Department |  |
| Pre-tender Estimate/Budget | insert the estimated cost for this procurement as defined in your business case |
| Post-tender/Final Budget | insert the budget amount for this procurement as currently approved by your Chief Officer/CEO |
| Total Contract Price | (insert the total projected cost to be paid to the recommended supplier during the life of the contract) |
| Project Description | Provide an executive summary of the project and a statement of what is being requested for approval |
| Business Case Update (Final) | (Provide a paragraph detailing how the objectives laid out in the business case [including value for money] and are being met by this contract award.) |
| Open Date |  |
| Close Date |  |

|  |  |
| --- | --- |
| Recommended Supplier | Score |
| Include all suppliers if there are awards for multiple categories |  |

Conflict of Interest Declaration

|  |  |  |
| --- | --- | --- |
| Name | Date Signed | Has a Conflict of Interest? |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Signatures

All signatories also confirm that they have complied with the Code of Conduct for Procurement. This is available at the following link:

<https://www.procure.gov.ky/code-of-conduct-for-procurement>

* Download Signature Block section from Bonfire under the Reports Tab

|  |  |  |
| --- | --- | --- |
| Name | Signatures | **Date** |
|  | All evaluation team members |  |
|  |  |  |
|  |  |  |
|  |  |  |
| (Insert Name & Title)  On behalf of the EPC, I support this recommendation of the Evaluation Team listed above.  **I support this recommendation and confirm that funding will be made available to support the contract award.** | **Chairperson of the Entity Procurement Committee (EPC)**  Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:  **Chief Officer/Chief Executive Officer**  Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: | |
|  |  | |

Submissions

* Download Submissions section from Bonfire under the Reports tab

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Supplier | Date Submitted | Name | Email | Confirmation Code |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Scoring Summary

* Download Scoring Summary section from Bonfire under the Reports tab for all suppliers and all criteria.

Failed Criteria Comments

* Complete the table below for each supplier that has failed a criteria and eliminated from the process

| Supplier | Failed Criteria | Reason for Failure |
| --- | --- | --- |
|  |  |  |
|  |  |  |