**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 Interes 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 |  |
| Budget | insert the approved budget amount for this procurement as defined in your business case |
| 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 |
| Publication | ( insert row manually and disclose all publications , duration , public or private invite) |
| 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 |
|  | All evaluation team members |
|  |  |
|  |  |
|  |  |
| (Insert Name & Title)  I support this recommendation of the Evaluation Team listed above. | Chairperson of the Entity Procurement Committee  Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Chief Officer/Chief Executive Officer  Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |

Submissions

* Download Submissions section from Bonfire under the Reports tab

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

Scoring Summary

* Download Scoring Summary, Submission Scores & Submission Score Comments sections 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 |
| --- | --- | --- |
|  |  |  |
|  |  |  |