

Award Debriefings

Debriefings are scheduled at the request of any proposer and may be scheduled during the protest appeal time. Proposers may be debriefed by contacting the Office of State Procurement 72 hours in advance by phone or E-mail. Each proposer will be debriefed only once. Debriefings are held at State Procurement with the evaluation committee chairman present. Prior to the debriefing, the evaluation committee chairman will be sent (Email preferred) discussion topics and debriefing instructions. See Exhibit 18 for possible topics of discussion. Debriefings should be candid, informative and a learning tool for both parties. Ask proposers what we can do better next time, acknowledge strong points of their proposal whenever possible. Do not discuss the other proposals with the vendor being debriefed. Discussion must focus on the debriefing vendor's proposal only.

Purpose of debriefings is to:

- Explain the rationale for the contract award decision
- Explain to unsuccessful proposers why they were not selected for award
- Instill confidence in proposers that they were treated fairly
- Assure proposers their proposals were evaluated in accordance with the solicitation and applicable laws and regulations
- Identify weaknesses in proposers' proposals so they can prepare better proposals in the future
- Reduce misunderstandings and protests

Can be done orally, in writing, or by other means

Debriefings

- Provided to unsuccessful proposers
- At a minimum, the **debriefing must include**:
 - The state's evaluation of significant weaknesses or deficiencies
 - The overall evaluated cost or price and technical rating, if any
 - The overall ranking of proposers, if a ranking was developed
 - A summary of the rationale for award
 - For acquisition of commercial end items, the make and model of the item to be delivered
 - Reasonable responses to relevant questions about procedures, applicable regulations, and other applicable authorities being followed
- The debriefing **should not** disclose:
 - Trade secrets
 - Privileged or confidential manufacturing processes and techniques
 - Commercial or financial information that is confidential
 - Names of individuals providing past performance information
 - Detailed cost information about other proposals

What a Debriefing is Not

- It is not a point-by-point comparison of one proposer's proposal to another
- It is not a debate over the award decision or evaluation results
- It is not an opportunity for review of other proposals (this is a Public Record's request and will be allowed separate from the debriefing)

Documenting the Debriefing

- A summary is required for the contract file and should include questions and answers provided in the debriefing

Scheduling of Debriefings

- Debriefings may be scheduled by the participating proposers after the "Intent to Award" and "Notice of Regret" letters have been issued by contacting State Procurement 72 hours in advance. Note: There is a place for the SPO to indicate telephone and E-mail numbers in the RFP boilerplate.

Characteristics of a Quality Debriefing

- Precise and accurate
- Professional
- Helps the proposer improve future proposals
- Instills confidence in the process
- Candid and open
- Timely
- Well rehearsed to ensure it is precise and accurate
- Thoroughly documented