

**TECHNICAL PROPOSAL EVALUATION**

**Of**

**{Commodity or Service}**

**for**

**{Work Order No.}**

**{Reference Purchase Request and Revision}**

REV.	DATE	REASON FOR REVISION	BY	CHECKED	APPROVED

## 1.0 INTRODUCTION

[List/describe: - the vendors from whom the Proposals were solicited.  
- the Purchase Request Number., and material being procured.  
- each proposer's name, proposal no., and proposal receipt date.  
- identify no-proposal , and state reason(s) for no-proposal, if known  
- dates of each proposer's supplemental submittals]

## 2.0 RECOMMENDATION

[Identify the acceptable proposer or proposers briefly stating the basis for recommendation. Identify who did not make the short list, and state why.]

## 3.0 TECHNICAL SUMMARY

[Provide a narrative of the major technical features of the offering from each proposer (including initial and supplemental submittals). Evaluate each proposal for compliance with proposal documents and its technical acceptability or otherwise for the particular application. Discuss major exceptions stated or identified during the evaluation, and indicate whether exceptions (or exceptions with clarifications) are technically acceptable or unacceptable. Include reasons for conclusions. Place document number/revision on each page of the Technical Proposal Evaluation, Technical Proposal Summary, and any attachments. The approval on the cover sheet indicates approval of the Technical Proposal Summary and attachments.]

- Proposer A
- Proposer B
- Proposer C
- Proposer D

### Technical Summary of Proposals (Exhibit B)

[Use Technical Summary of Proposals Form (Exhibit B), as Attachment 1, if in the opinion of the RE and/or reviewers, it will aid in understanding the similarities and differences among equipment being offered by the proposers, and support "technically acceptable" or "technically unacceptable" determination. In case of sole-source proposals, the form need not be completed. Address the details of each proposer in response to the technical requirements of the specification or purchase request. The categories shown on the form under **SPECIFICATION OR PURCHASE REQUEST REQUIREMENTS** are for illustration only, and will depend upon the specific commodity. Attach supporting documentation, if appropriate, as Attachment 2.]

Note: As an option, a weight factor can be assigned to each specification/purchase request requirement. The Manager of Engineering shall approve the assignment of the weight factors, prior to the technical evaluation. The weight factor evaluation is to be document using Exhibit B.

## 4.0 PRICE ADJUSTMENTS

[Address the price adjustments for each proposer (may be limited to only the finalists), clearly identifying the options and stating whether each is to be included or excluded in the commercial evaluation. Sample table format for technical adjustments to the proposals:]

TABLE OF PRICE ADJUSTMENTS

ITEM		PROPOSER A	PROPOSER B	PROPOSER C	ACTION
1	Chrome Plating	Adder, fax dated 10/1, item 4	Included in base pFMEP-G-0040 Revision 2 Exhibit A Page 1 of 1 roposal	Adder, fax dated 10/5, item 2	Include
2	Provide extra drive belt	Included in base proposal	Adder, fax dated 10/6 item 1	Adder, fax dated 10/5, item 1	Do Not Include
3	Increase pump capacity to 1000 gpm	No charge	No charge	Adder, fax dated 10/5, item 3	Include
4	Use supplier's standard paint color	Deduct, fax dated 10/1, item 2	Deduct, fax dated 10/6, item 2	Deduct, written conformation not received	Open, See Section 5.0
5	Use Sears paint	Deduct, fax dated 10/1, item 2	Deduct, fax dated 10/6, item 2	No \$ change	Open, See Section 5.0

5.0 OPEN ISSUES

[Identify any open issues affecting the technical acceptability or price of a Proposal. Open issues should be clear concise statements. Avoid subjective or open-ended statements. Identify the responsible party who has the action to close the open issue.]

ATTACHMENTS:

1. Technical Summary of Proposals
2. Supporting Documentation (as appropriate)