

## STUDENT REGISTRATION: EFFECTIVE EVALUATIONS

Date: **June 25, 2009**

Time: **1:00 – 4:30 p.m.**

Location: \*Center for Business & Industry  
Center Classroom  
365 Ferry St. SE  
Salem, OR 97301  
\*Formerly known as the Ted  
Center

Instructors Marscy Stone & Greg Hopkins

**Training Cost:**

**\$ 75.00 Per Person**

**Class Size Limit: 20**

**CLASS DESCRIPTION:** Training highlights include: 1) The importance of involving the evaluation committee early in the Request for Proposal Process (RFP) process, 2) Defining roles and responsibilities of the evaluation committee members, 3) Managing the review and scoring of proposals, 4) Suggestions for successful scoring criteria, 5) The pros and cons of different types of proposals (formal, informal, single-step and multi-step), and 6) Tips for avoiding potential problems in the RFP evaluation process.

REGISTRATION INFORMATION		
First Name	Middle Initial	Last Name
Agency Name		Division Name
Agency Address		
Agency City	Agency State	Agency Postal Code
Work Phone Number	Work Fax Number	Work Email Address
Agency Director's Name		Direct Supervisor's Name
PAYMENT METHOD		
<input type="checkbox"/> Check# _____ Payable To: DAS Procurement Training Unit		Accounts Payable Contact _____
<input type="checkbox"/> Electronic Transfer BT# _____		Payables Phone Number _____
Agency# _____		PCA #80142 AOBJ#1010 T-Code 722/723 Project/Phase# 801160 19
<input type="checkbox"/> Visa/MC# _____ - _____ - _____ - _____ Expires _____		
Name on Card _____		

Return completed registration form with payment to:  
 DAS State Procurement Training Unit, 1225 Ferry Street SE, U 140  
 Salem OR 97301 (or FAX to 503-373-1626)