The pre-evaluation meeting was not helpful as the presenter was not prepared and I felt it was a waste of time. There was nothing said in the meeting that procurement folks don’t already know.

more time would have been helpful as I was out at a conference and only had three days to evaluate the four proposals. This should be taken into consideration in the future so evaluators are not feeling pressured.

Were all evaluators using the same criteria for scoring, was everyone looking for the same answers?  No.  We had different perspectives on what was most important in a response.  While the scoring guidance is intended to help define an answer, this guidance dealt mostly with completeness of the response, rather than what the response was (i.e. meet agency needs, etc…).  I believe the influence of different backgrounds and experiences lead to this outcome.

Did the scoring model used allow the best solutions to move forward?  While we did not have the same three solutions to move forward from this phase, the remaining two from Phase 3 are our top two scoring proposers.

Were you given enough time to review and score?  Scoring felt rushed.  This may be in part because of the other responsibilities we have to the agency.  That being said, OregonBuys is one of our priorities, so we make time to complete the work as scheduled.

Was the pre-evaluation meeting helpful? Could anything have been added?  I would have liked more discussion on how the evaluation tools were created and the weighting decided and vetted.  Often, it seemed that we were out of the loop on this piece.  While on the one hand this saved time, on the other, we sometimes did not fully understand the intent and use of tools without quite a bit of review and discussion.

Was the post-evaluation meeting helpful? What could have made it better?  Yes.  No additional comments.

Are there any documents or other items that would have made your evaluation process easier?  An overall instruction sheet to marry the different documents together might have been helpful.  These evaluation tools are very different than evaluation forms we’ve used in the past.

Consider creating a central webpage/website with all the scoring sheets, important upcoming dates, and status updates. I feel this would be a welcome addition to the existing process which seems to involve a lot of emails, updated emails, meeting reminders, rescheduled meeting reminders, and  assorted documentation coming in at staggered intervals.  Additionally, since certain committee members were the only persons privy to certain documents, it made it difficult to coordinate our efforts at times.

A little bit more time for scoring would have been helpful.  Because there was one voice from each agency being able to get together in the timeframe was a little tricky.

Having the pre & post evaluation meetings was helpful.  The only downfall on the post-evaluation was that some agencies didn’t get their information to Toby by the requested time.

Having the evaluation documents lined out the way there were was helpful in putting all of the information together.