



STATE OF ARKANSAS  
**Department of Finance  
and Administration**

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## Memorandum

**To:** State Agencies, Boards and Commissions, Colleges and Universities  
**ATTN:** Chief Fiscal Officers, Agency Procurement Staff, Agency Procurement Officials  
**From:** Joseph A. Giddis  
**Date:** June 18, 2007  
**Subject:** Policy--Evaluation Committee Structure

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The evaluation phase of the solicitation process is critical to ensuring an open competitive process while allowing the agency to make a recommendation, or selection, of the vendor who will provide the best commodity or service to the State. The following policy is applicable to all solicitations which utilize an evaluation committee to make a recommendation for the award of a contract. This policy is applicable to all solicitations for which the Office of State Procurement has responsibility and all solicitations processed by State Agencies, Boards and Commissions, or Colleges and Universities including professional consultant service solicitations for design professionals under the Request for Qualification (RFQ) in accordance with the provisions of ACA Section 19-11-801 et. seq.

Evaluation committee members shall be selected based on their knowledge and expertise with regard to the commodity or service being evaluated and the conditions under which they will be used.

Evaluation committee members need not be employees of the agency.

If the agency does not have employees with the knowledge and/or expertise with regard to the commodity or service being evaluated and the conditions under which they will be used, the agency will contact other State agencies, Colleges and Universities or Board and Commissions for assistance.

In special circumstances, agencies may consider the use of evaluators who are employees of other Governmental entities or private sector companies; however, the Office of State Procurement must authorize the use of such evaluators.

All State Agencies, Colleges and Universities and Board and Commissions shall make a good faith attempt to ensure inclusion of minorities as voting members of the evaluation committee.

The agency shall ensure that evaluation committee members are unbiased toward any of the responding providers.

Evaluation committee recommendations shall be by group consensus.

Agency Directors, University and College Presidents shall not serve as evaluation committee members.

An appropriate procurement official of the Office of State Procurement, State Agency, Board and Commission, or College and University responsible for the solicitation shall facilitate the evaluation process. Such official shall not serve as a voting member of the evaluation committee.

Prior to finalizing a recommendation on the evaluation of vendor responses to a solicitation, an OSP buyer or the Agency Procurement Official shall review all documentation of the evaluation committee to ensure consistency, completeness and adherence to established evaluation procedures and policies.

The Office of State Procurement shall provide training for evaluation committee members and agency procurement staff.

Exceptions to this policy will be considered on a case-by case basis with appropriate justification. Please contact [robin.rogers@dfa.state.ar.us](mailto:robin.rogers@dfa.state.ar.us) or [joe.giddis@dfa.state.ar.us](mailto:joe.giddis@dfa.state.ar.us). Scheduling of training for evaluation committee members should be addressed to [tim.smith@dfa.state.ar.us](mailto:tim.smith@dfa.state.ar.us)