



## **IDOA RFP Team Evaluation Policy**

Prepared by:  
Indiana Department of Administration

### **Purpose:**

Recognizing the procurement authority granted to the Indiana Department of Administration, the purpose of this policy is to ensure that Request for Proposal (RFP) evaluation teams are effectively aligned with the State's overall mission. This will be accomplished by IDOA managing and retaining final approval of the selection of evaluation team members.

### **Applicability:**

This policy applies to Request for Proposals with the following characteristics:

- Total value of the contract is \$50 million or is considered a substantial financial expenditure for the procuring agency
- Initiative is transformative for the agency
- Initiative has widespread agency or constituent impact

IDOA retains the final authority to determine if a RFP qualifies under this policy.

### **Procedures:**

Evaluation teams should be composed of no less than 7 individuals. Agencies will nominate 2-3 evaluation team members while IDOA selects the remaining participants. IDOA selected participants shall come from the State Budget Agency, IOT (if applicable) and agencies outside the procuring agency. All individuals chosen should be at an Executive level or Deputy level.

IDOA retains final approval authority over the composition of the evaluation team and the overall RFP evaluation.

Approved: \_\_\_\_\_

Jessica Robertson, Commissioner

DATE: \_\_\_\_\_

9.25.17