1. Initial Meeting of Evaluators

Evaluators are chosen to participate because of their knowledge and skills, and because of CFBHN’s confidence in their ability to score both independently and fairly. The same scoring principles must be applied to every response received, independent of other evaluators.

* 1. All questions related to the solicitation document and the evaluations of the responses must be directed to the Procurement Manager:

**Carrie Hartes**, Procurement Manager

(813) 740-4811 Extension 235

[CHartes@cfbhn.org](mailto:CHartes@cfbhn.org)

* 1. Conflict of Interest Questionnaires must to be completed, signed, and dated by all Evaluation Team members. Any identified conflicts of interest will be referred to Legal immediately.
  2. Each evaluator will be provided a copy of the solicitation document, all attachments, amendments, and (if applicable) all offerors’ inquiries, together with the written answers provided by CFBHN. Each evaluator will also be provided with a copy of each response. Evaluator scoring will only take place for live demonstrations.
  3. Evaluators must not solicit information or submissions from potential or interested offerors.
  4. All scores must be assigned utilizing the scoring system provided in the evaluation manual.
  5. Evaluators may request assistance in understanding evaluation criteria and responses only from the Procurement Manager, who alone is authorized to seek additional technical help if needed. Technical assistance, if needed, will be provided by non-voting technical advisors and will be uniformly disseminated to all evaluators simultaneously.
  6. No attempt by CFBHN personnel or others to influence an evaluator's scoring will be tolerated. If any attempt is made to do so, the evaluator must immediately report the incident to the Procurement Manager. If the Procurement Manager makes such an attempt, the evaluator must immediately report the incident to Steven Jorgenson, the Director of Contracting, at 813-740-4811.
  7. To avoid the possibility of protest, all appearances of impropriety must be avoided.

1. Debriefing Meeting of Evaluators
   1. A short debriefing meeting will occur after each live demonstration in order to collect and record evaluation scores. It is not essential that uniformity in scoring be achieved.
   2. The Procurement Manager will confirm that no one has tried to influence any of the evaluators and that they have exercised their own independent judgment in scoring each response independently of any other.
   3. The Procurement Manager will fill out a spreadsheet with the names of the evaluators across the top and the number of the evaluation criterion down the left side. Each evaluator will be asked in turn for the score given to each criterion.
   4. No pressure is to be placed upon any evaluator to change any score.
   5. Once the spreadsheet is filled out and a score recorded for each criterion for each evaluator, the individual score sheets are collected, placed into the procurement file.
2. Evaluation Guidelines

Proposals received will be evaluated for meeting the Mandatory Criteria. All items on **Appendix XII** (Minimum Qualifications) must be answered affirmatively in order to be considered for evaluation.

Each proposal will be scored on the overall costs (100%). Each cost proposal will be ranked overall in order of least to most expensive. Scores will be assigned to each vendor based on the weighted ranking. Weighting system will be based on the number of applicants.

|  |  |  |
| --- | --- | --- |
| **Rank (High to Low)** | **Vendor Name** | **Score** (Based on Number of Applicants) |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **...** |  |  |

1. Live Demonstrations

The top scoring vendors of the ITN response will be invited to CFBHN for live demonstrations. Vendors will be contacted with an outline of the requirements to help prepare for the demonstrations.

Vendors should be prepared to describe how their software handles Florida State DCF SAMH (Substance Abuse and Mental Health) Reporting. If it is not currently capable of handling state reporting, be prepared to explain your plan to address this required component.

Each of the criteria for the live demonstrations will have a score value from 0-5, with 0 being no value and 5 being excellent. A score can be issued in tenths (Example: 7.3).

|  |  |  |
| --- | --- | --- |
| **Point Value** | **Category** | **Description** |
| **5 Points** | Excellent | Vendor did an **excellent** job demonstrating the task and functionality of the system. |
| **3 Points** | Fair | Vendor did a **fair** job demonstrating the task and functionality of the system. |
| **1 Points** | Poor | Vendor did a **poor** job demonstrating the task and functionality of the system. |
| **0 Points** | Omitted | Vendor **did not** demonstrate the task and functionality of the system. |

**EVALUATOR’S CONFLICT OF INTEREST**

**AND**

**CONFIDENTIALITY OF INFORMATION STATEMEN**T

Your willingness to participate as an evaluator is an integral part of the procurement process. Central Florida Behavioral Health Network, Inc. (CFBHN) appreciates your assistance and expertise. Your designation as an evaluator for CFBHN requires that you fully understand the policies regarding potential conflicts of interest and the confidential nature of the proposals and all that is contained therein.

**Confidentiality.** The competitive procurement process and the obligations imposed by the laws of the State of Florida require CFBHN to ensure that the competitive process operates in a fair and equitable manner. As an evaluator, you have access to information not generally available to the public and are charged with special professional and ethical responsibilities. You may have access to information about bidders that is to be used only during the evaluation process, and for discussion only with appropriate CFBHN personnel. You shall not discuss the evaluation, scoring, or status of any proposal or any action effecting any proposal with any person, firm, corporation, or other outside business entity at any time prior to, during, or after the procurement process. You shall not use such information obtained as an evaluator for any personal benefit, pecuniary or otherwise, nor copy and/or disseminate any portion of any proposal at any time prior to, during, or after the procurement process.

**Conflict of Interest and Ethical Considerations.** A conflict of interest or the appearance of a conflict of interest may occur if you or an immediate family member are directly or indirectly involved with an organization that has submitted a proposal for evaluation. Prior to reviewing any proposals, you must inform CFBHN of any potential conflicts of interest or the appearance thereof. If you become aware of any potential conflict of interest as you review a proposal, you must immediately notify the point of contact for this procurement: Carrie Hartes (813) 740-4811. You may be disqualified as an evaluator if you conduct yourself in a way that could create the appearance of bias or unfair advantage with or on behalf of any competitive bidder, potential bidder, agent, subcontractor, or other business entity, whether through direct association with contractor representatives, indirect associations, through recreational activities or otherwise.

Examples of potentially biasing affiliations or relationships are listed below:

1. Your solicitation, acceptance, or agreement to accept from anyone any benefit, pecuniary or otherwise, as consideration for your decision or recommendation as it pertains to your evaluation of any proposal.
2. Your affiliation with a bidding company or institution. For example, a conflict may exist when you:
   1. Are employed by or are being considered for employment with the company or institution submitting any bid or hold a consulting, advisory, or other similar position with said company or institution;
   2. Hold any current membership on a committee, board, or similar position with the company or institution;
   3. Hold ownership of the company or institution, securities, or other evidences of debt;
   4. Are currently a student or employee in the department or school submitting a proposal, such as the case.
3. Your relationship with someone who has a personal interest in the proposal. This includes any affiliation or relationship by marriage or through family membership, any business or professional partnership, close personal friendship, or any other relationship that you think might tend to affect your objectivity or judgment or may give an appearance of impropriety to someone viewing it from the outside the relationship.

I have read this document and understand my obligations as explained herein. I further understand that I must advise CFBHN if a conflict currently exists or arises during my term of service as an evaluator. I further understand that I must sign and deliver this statement to CFBHN prior to participating in the evaluation process.

Evaluator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator Name (Printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ITN#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_