**THE MISSISSIPPI DEPARTMENT OF EDUCATION**

 **FACILITATOR AGREEMENT**

*Please read entire document before signing!*

The MDE Program Office Facilitator(s) is defined as the solicitation contact assigned to participate in the evaluation process of proposals or applications submitted in response to implementation of a Request for Proposals/Qualifications/Applications ("RFP/Q/A") for services. The MDE Program Office Facilitator understands and agrees that his/her obligation under this Facilitator Agreement is to adhere to the Office of Procurement’s guidelines and procedures for conducting an evaluation which will include but not be limited to:

* Facilitate the evaluation process for RFP/Q/A specifications.
* Be in receipt of vendor proposals submitted in response to this RFP/Q.
* Ensure evaluators are qualified and knowledgeable in the field of service to evaluate proposals and

 majority are external members.

* Ensure required forms e.g. Evaluator Sign-in, Conflict of Interest, Confidentiality, Evaluator

 Guidelines, End-of-Review are completed and signed by each evaluator.

* Contact the Procurement Office immediately if the Evaluator Guidelines are not followed.
* Preserve and protect the integrity of the procurement process.
* Monitor the evaluation process of said proposals.
* Ensure facilitator and/or procurement staff and evaluators are the only people in the room

 during an evaluation.

* Ensure evaluators conduct an effective, accurate and objective analysis of all submitted

 proposals or applications.

* Ensures an evaluator scoring a rubric is the same person conducting an interview.
* Ensure all communication is consistent with the RFP/Q/A content.
* Provide programmatic information relative to the RFP/Q/A to the evaluation committee

 during scoring and/or during the oral presentations/interviews.

* Contact the Procurement Office for procurement related questions and/or guidance.
* Verify rubric scores upon evaluator’s request.
* Notify the Procurement Office to verify rubric scores PRIOR to an evaluator’s dismissal.
* Provide programmatic information to the evaluation committee only relative to questions

 directly related to the RFP/Q/A.

Please provide the name, position, program office/entity for each evaluator below:

**EVALUATION COMMITTEE**

*A minimum of five (5) members are required for evaluations; alternates are encouraged.*

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| **Name** | **Position** | **Program Office/Entity** |
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Program Office Facilitator\*\* Date

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Procurement Staff Date

*\*\*A form is required for each facilitator.*