



BUFFALO STATE

The State University of New York

Evaluator Guidelines for Procurement

Committee Members:

- Must have relevant knowledge of the services being procured
- Outside of Buffalo State is allowable if there is knowledge and expertise needed
- Must not have conflicts of interest* and must disclose any possible conflicts
- Must disclose hierarchy conflicts that may influence evaluation

Role of the Evaluation Committee Member:

- Review and score every vendor response in confidentiality and without influence of others, using the pre-established weighted evaluation criteria.
 - Each evaluator must independently score each proposal.
- Attend all committee meetings and all demonstrations, including:
 - Evaluation of RFP responses
 - Vendor demonstrations
 - Only Evaluation committee members can attend demonstrations
 - Evaluate demonstration and make award recommendations.
- All proposals and discussions are confidential and cannot be shared outside of the committee
 - This includes: stakeholders, advisory committee, managers, vendors, other SUNY schools or individuals, or anyone outside of the evaluation committee
- Project Manager will maintain the confidentiality of individual scores until submitted to Procurement. Scores cannot be changed once submitted.

Communication Restrictions: This procurement is covered under NYS 139J Finance Law, which restricts ALL communications to the designated contact: All communications should be directed to Procurement Services at purchasing@buffalostate.edu, 716-878-4113. Communication restrictions are lifted upon final contract/award with vendor.

This information is from SUNY Purchasing Guidelines RFP procedures and NYS Finance Law 139J.

What does this mean?

- No member of the campus community can have discussions regarding this RFP with vendors, others within Buffalo State not involved in the project, other SUNY schools, advisory committees, boards, management, etc.
- The evaluation committee can make communications within the RFP requirements during the evaluation process ONLY.
- Failure to restrict communication can result in vendor disqualification, removal of the Buffalo State person from the process and possible cancellation of the RFP.

What Compromises an Evaluation and the RFP process?

- Evaluator is unable to fulfill obligations and review all vendors/demonstrations
- Evaluator does not have the expertise needed to evaluate, or scores vendors without using pre-established scoring requirements.
- An evaluator has a personal conflict of interest* or actions are not in the best interest of the State.
- 139J Communication restrictions are violated by a Buffalo State member

- When a supervisor or manager or any other individual or group attempts to influence the decisions of the evaluation committee (should this happen, an evaluator can contact the Procurement Contact to discuss this matter privately on how best to proceed).
- * Personal conflicts of interest include, but are not limited to: preference toward one company including submission of a letter of recommendation on the company's behalf, board member or ownership in company, ownership of stock significant enough to be perceived as influential, sitting on boards with employees of possible bidders, friends or family in the industry, failure to disclose conflicts, etc.