



MEETING AGENDA

- Attendee introductions.
- Share interview panel scores, as summarized in the table below.
- Review vendors' presentations and deliverable alignment with the project's goals.
- Discuss areas of perceived strengths and weaknesses.
- Q&A.
- Adjourn.

SCORE TABLE

Interviewer		Vendor 1	Vendor 2	Vendor 3	Vendor 4	Vendor 5
Panelist 1	Total Score					
	Rank					
Panelist 2	Total Score					
	Rank					
Panelist 3	Total Score					
	Rank					
Panelist 4	Total Score					
	Rank					
Panelist 5	Total Score					
	Rank					
Panelist 6	Total Score					
	Rank					
Panelist 7	Total Score					
	Rank					
Panelist 8	Total Score					
	Rank					
Panelist 9	Total Score					
	Rank					
Panelist 10	Total Score					
	Rank					
Overall Total Score						
Final Rank						

Interviews held	CAP project number	CAP project name	CAP project manager	Date
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