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|  | Agency Bid Evaluation Notice / Instructions |

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| Solicitation #: |       | Agency Requisition #: |       |
| Agency Name: |       |
| Agency #: |       |
| Agency Contact Name: |       |  Email address: |       |
| Date of Notice: |       |
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| [ ]  **Step 1/ Conflict of Interest/Nondisclosure Statement for Evaluation Team**Attached are the Conflict of Interest/Nondisclosure Statement for the Evaluation Team. Please have each evaluator complete and return them by email to the Contracting Officer listed below by \_*(date)*. Once this form has been received back in Central Purchasing, the bid tabulation and responses will be sent for evaluation. [ ]  **Step 2/ Evaluation Information**Attached are the bid tabulations and copies of the responses, along with the Evaluation Guidelines. During your evaluation, the technical acceptability of each of the responses should be specifically and precisely documented (e.g. cite paragraph numbers from specifications listed in the solicitation, if applicable) and state how each item offered met or did not meet the specification. Comments such as “Reasonable” or “Unreasonable” are not sufficient responses. Please forward the completed evaluations along with a letter of recommendation to the Contracting Officer listed below by \_*(date)*.  |
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| Contracting Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **Reminder: Direct contact with bidders is strictly prohibited.** |