



SOUTHWESTERN UNIVERSITY

Evaluation Committee Introduction

Congratulations on being selected to participate as an evaluation committee member! It was recommended that you would be an ideal candidate to bring a special perspective to contribute to this project's success. Southwestern now uses the Bonfire E-Sourcing platform to receive vendor submissions. Submissions will be reviewed and scored through the platform as well. Please view the link below in preparation for your role as an evaluation committee member.

[Evaluating a Project in Bonfire](#)

Tips:

- Single Sign On (SSO) is configured for Bonfire so your SU email and password is your login.
- Please add this [Bonfire](#) link to your favorites to easily access the platform. It's also in my email signature.
- I will send the email invitation during our Pre-Evaluation Meeting.
- I suggest starting with reviewing the RFP Scope of Work under Files>Public Files. This will familiarize you with what was requested of the vendor.
- Each score requires a "Primary Reason" (dropdown) and "Comment". Please utilize the comments box as this will help guide any discussions when scoring is reviewed.
- You can always access the Bonfire Resource Center via the blue question mark on the bottom left of your screen for help. Please also feel free to reach out to me directly if you have any questions or need any assistance.
- Bonfire allows me to track the progress of evaluators. Please do your due diligence in your review and scoring to achieve the best result for our SU Community.

Project Stages: **This is a simplified overview of the phases of a project. There may be exceptions to these phases based on the nature of the project.*

1. The originating department works with the Director of Contracts and Procurement to develop the project.
2. Project is live for vendors to review and submit proposals (6-8 weeks)
3. Pre-Evaluation Meeting- After the project closes the Evaluation Committee and the Director of Contracts and Procurement will meet to ensure committee members can login, view the material, and understand their task.
4. Post Scoring Discussion-Review scoring and discuss any large discrepancies, gather feedback.
5. Financial Review-VP for Finance and Administration, Asst. VP for Budgeting and Planning, and Director of Contracts and Procurement review financials, determine shortlisted candidates based on evaluation committee scores and financials
6. Vendor Presentations/Interviews-(if requested) Evaluation Committee and Financial Committee view and determine intent to award
7. Contract Negotiations-Contract will be negotiated and signed, services begin