Department of
MANAGEMENT
SERVICES

4050 Esplanade Way
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Ron DeSantis, Governor
Tom Berger, Secretary

ATTACHMENT L – EVALUATOR INSTRUCTIONS

FOR

MyFloridaNetwork-3

ITN NO: DMS-26/27-025

ATTACHMENT L - EVALUATOR INSTRUCTIONS
MyFloridaNet-3
ITN No. DMS-26/27-025

Please review all of the following instructions regarding the role and responsibilities of an Evaluator for the MyFloridaNet-3 Invitation to Negotiation (ITN) No. DMS-26/27-025.

1. No individual having a conflict of interest may serve as an evaluator. Each Evaluator will certify not having a conflict of interest in this ITN. If an Evaluator becomes aware of a conflict of interest at any time during the solicitation process, the Evaluator shall notify the DMS Procurement Officer. If there are future questions regarding conflicts of interest, please contact the Department of Management Services (DMS) Procurement Officer.

2. Evaluators are to direct questions or requests for technical assistance regarding the Replies or the ITN to the DMS Procurement Officer:

   Stefanie Higgins, Procurement Officer
   Florida Department of Management Services
   4050 Esplanade Way, Suite 360
   Tallahassee, FL 32399-0950
   Phone: (850) 487-3977
   Email: Stefanie.Higgins@dms.fl.gov

3. Please review the ITN, including all addenda, and each Reply carefully. The written information submitted will be the sole basis upon which Replies are evaluated and scored. Do not conduct independent research about any topic related to the ITN, the Replies, or the Respondents, such as performing internet research or obtaining opinions of colleagues.

4. Evaluators will receive access to an electronic folder containing the materials from the following sections of each responsive Reply as explained and described in Attachment E – Reply Format:

   - TAB 4: Qualifications & Experience,
   - TAB 6: Staffing Plan & Key Personnel Job Descriptions, and
   - TAB 7: Technical Reply document(s)

5. It is the Evaluator's job to independently review and determine a fair and objective score. The same scoring principles must be applied to every Reply evaluated. Evaluators should work carefully to be as thorough as possible in order to ensure a fair and open competitive procurement.

Evaluators cannot discuss their review, evaluation, or scores with anyone. You are to independently and individually evaluate the Respondents' Replies. No discussions are permitted with anyone except under direction of the DMS Procurement Officer.

6. No attempt by DMS personnel or others, including other Evaluators, to influence an Evaluator's scoring will be tolerated. If any attempt is made to influence an Evaluator, the Evaluator must immediately report the incident to the DMS Procurement Officer. If such an attempt is made by the DMS Procurement Officer, the Evaluator must immediately report the incident to the DMS Inspector General.

7. Evaluate for the State as an enterprise, not from an individual or agency perspective.

8. Score all items in the Evaluator Scoresheet (MS Excel spreadsheet) provided by the DMS Procurement Officer. No blanks can be left on the Evaluator score sheet. Evaluate and score only those items listed in the Evaluator Scoresheet. Any items in the ITN with a "Read, Understood and will Comply…" statement shall not be scored.

9. Evaluators have the option to take notes. Please save any documents and notes associated with the evaluation as such documents or notes may be responsive to future public records requests or requests for discovery.

10. Please make sure to place your scores in the correct Respondent score column. The Respondents were organized alphabetically by the Procurement Office and by no other method.

11. Respondent's language suggesting proposed, projected, or anticipated financial impacts (positive or negative) to the State represents a pricing determination, not a technical review and cannot be used as a basis for evaluation.

12. Technical Replies and any corresponding plans will be individually provided to the evaluators by the Procurement Officer. Each item to be evaluated and scored in the Evaluator Scoresheet will be scored on scale of 0 to 4 as explained in Section 4.3 of the ITN.

13. Please make sure you type in your name and the date of your completed evaluation at the bottom of the Evaluation Scoresheet provided by the Procurement Officer. This will be your electronic signature stating that you have completed the evaluation in accordance with these instructions.

14. After completing your evaluation, save the Evaluator Scoresheet as an Excel document under the following file name: "Evaluator_Scoresheet_Results_[evaluator's first and last name]."

Deadline for Completion of Evaluations

15. The Evaluator will send an email to the DMS Procurement Officer confirming that all evaluations have been completed **no later than 3:00PM ET, February 12, 2027.** The DMS Procurement Officer will respond to confirm receipt.

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Evaluator's Signature Evaluator's Printed Name

_____

Date