

## Post Project analysis - Evaluation Checklist



Sr.	Details	Verify	Analysis	Report
1	All vendor submissions were time-stamped prior to closing date/time			
2	Each submission matched the requirements (# of copies, types of fles, overall structure); any deviations have been noted *			
3	Any addenda or changes to project requirements were acknowledged by the submitting vendor(s)			
4	If late submission(s) were accepted, each late submission has an approved and defensible justification for why it was accepted			
5	No purchasing staff or evaluators had access to or opened any vendor submissions prior to the close data/time			
6	A clear reason is provided for each disqualified submission, and disqualification reasons were shared with the evaluation group			
7	Bid forms and other mandatory forms are completed and signed by an officer of the vendor company			
8	No evidence exists that competing vendors discussed or collaborated on the project			
9	No prior business relationships existed among competing vendors that might have led to collusion			
10	Each evaluator signed a Conflict of Interest waiver or similar before viewing submissions; any recused evaluator are removed from the project and prevented from accessing submissions			