



Consensus Scoring Methodology for Proposal Evaluation For AB 109 Community Programs RFPs

Contra Costa County proposes to utilize a Consensus Scoring methodology for proposal evaluation. A consensus rating arrived at by the Review Panel after consideration and discussion of all information provided by a vendor will represent a more accurate assessment of the vendor's offering than a mathematical averaging of individual evaluator's scores.

In a consensus scoring approach, individual evaluators read the proposals prior to evaluation work sessions and make notes of proposed scoring, observations of strengths and weaknesses, and questions regarding the vendor's proposal. Once all proposals have been scored individually (using the Rating Sheet in the RFP), the Review Panel will meet to develop consensus scores for each vendor. This process may take a few hours or a few days, depending on the number and length of proposals and the availability of those on the Review Panel.

During consensus scoring sessions, the Review Panel facilitator directs the team's attention to each item in the specifications. The Review Panel considers one proposal at a time, comparing the vendor's proposed offering against the specifications in the underlying RFP. Consensus scoring sessions encourage open discussions and questions among members of the Review Panel. Evaluators discuss the relative strengths and weaknesses of a vendor's proposal in each area. Open debate about a vendor's statement or response is encouraged to help ensure nothing proposed by a vendor in response to a requirement is overlooked. This discussion may provide additional insight into the vendor's offering and/or correct misperceptions of individual evaluators, so that the consensus score arrived at by the Review Panel may differ from the initial score of the majority of evaluators and from the mathematical average of the individual scores. The most important factor in assigning a final consensus score to any item is that the score accurately reflect the merits and value of the vendor's proposal for that item.

The top highest scoring vendors may be selected for presentations/interviews/site visits. After presentations/interviews/site visits, the Review Panel meets again to select the highest scoring vendor(s) recommended for contract negotiation to the Public Protection Committee.

Once the Review Panel has arrived at a consensus score for an item in the proposal, the Review Panel facilitator captures the consensus score along with documentation of the Panel's observations of noted strengths and weaknesses of the vendor's proposal for that item. Narrative documentation is required for items that either exceed the specification or do not meet the specification in some manner.

The consensus score sheet and comments are official and become part of the project file. Individual Review Panel member evaluation worksheets and notes are collected and destroyed once the consensus scoring is completed.