



**Discrepancy Notice Summary** – (If Discrepancy Notices are released add a summary of what was released and the offerors responses)

Add additional evaluation sheets per offeror as needed. Also, add additional factors as needed.

Overall Summary

<b><i>RATING</i></b>	Factor 1 <i>insert factor</i>		Factor 2 <i>insert factor</i>	
	Rating	Risk	Rating	Risk
Offeror A				
Offeror B				
Offeror C				
Offeror D				
Offeror E				
Offeror F				

\_\_\_\_\_  
 Technical Evaluation Team Leader  
 (Technical Evaluation Team Leader’s name)

\_\_\_\_\_  
 Date

Technical Evaluation Ratings and Definitions

<b>Rating</b>	<b>Definition</b>
Exceeds	Exceeds specified performance or capability requirements necessary for contract performance in a way beneficial to the Government
Clearly Meets	Clearly meets performance or capability requirements necessary for contract performance
Does Not Clearly Meet	Does not clearly meet specified performance or capability requirements necessary for contract performance

**Risk Definitions**

HIGH	Likely to cause significant disruption of schedule, increase cost, or degradation of performance. Extraordinary contractor emphasis and rigorous Government monitoring may be able to overcome difficulties.
MODERATE	Can potentially cause disruption of schedule, increased cost, or degradation of performance. Special contractor emphasis and close Government monitoring will likely be able to overcome difficulties.
LOW	Has little potential to cause disruption of schedule, increased cost, or degradation of performance. Normal contractor effort and normal Government monitoring will likely be able to overcome any difficulties.

\* A plus “+” rating may be used as an option when risk is evaluated to be in the upper boundaries of a technical risk rating, but not enough to merit the next inferior rating.