### **APPENDIX E**

# Sample Technical Evaluation INITIAL/FINAL TECHNICAL EVALUATION REPORT PROGRAM NAME RFOP # DATE

**Note:** The narrative provides the rationale for the technical and risk ratings. See technical and risk ratings definitions. The supporting rationale will be provided to the contractor in their debriefing as requested. If an "Exceeds" rating is given and the rationale is beyond what is apparent in the offeror's processes, e.g. earlier delivery, extended/additional warranty, higher MTBF or MTBCF, etc., then the particular strength should be identified and will then be incorporated as part of the D/TO award after the offeror agrees to be contractually bound to that element of the proposal. **Rationale is required for all technical ratings (Exceeds, Clearly Meets, and Does Not Clearly Meet) and risk (High, Moderate, Low) ratings.** If "Exceeds", identify specific ways the proposal exceeds specified minimum performance or capability requirements in a way beneficial to USAF. Also state how it is beneficial to the government.

This report serves to identify the *initial/final* technical evaluation results for the above requirement. Submitted proposals were evaluated in accordance with the RFOP cover letter.

(Offeror – insert name – Assessment)	
FACTOR 1 - insert factor Technical Rating:	Risk:
Rationale/narrative for ratings per offeror.	
FACTOR 2 - insert factor Technical Rating:	Risk:
Rationale/narrative for ratings per offeror.	

**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

RATING	Factor 1		Factor 2	
	insert factor		insert factor	
	Rating	Risk	Rating	Risk
Offeror A				
Offeror B				
Offeror C				
Offeror D				
Offeror E				
Offeror F				

Technical Evaluation Team Leader	Date
(Technical Evaluation Team Leader's name)	

## **Technical Evaluation Ratings and Definitions**

Rating	Definition
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**

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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.		

<sup>\*</sup> 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.