***SAMPLE* Debrief Discussion Points**

1. Introduce evaluation representatives attending the debrief.

*Names:*

1. The evaluation panel representatives will:
	1. Give consensus of the evaluation panel
	2. Provide strengths of your firm’s proposal
	3. Give feedback on areas for improvement
2. Purpose of this debrief is to:
	1. Provide a learning experience for your firm
	2. Help your firm to improve on future bids- we want to ensure your firm’s involvement in future procurements
	3. It is not to compare your firm’s proposal with other proposals nor to discuss our evaluation of other proposals
	4. But rather, it is limited to a critique of your firm’s proposal
3. The process will go as follows:
	1. The evaluation panel representatives will provide comments from the evaluation panel on your proposal
	2. After, we will have time for you to ask us questions

With that, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, will you start us off by discussing strengths for their proposal.

*[Evaluators will discuss strengths then move them on to areas for improvement.]*

*(Can share their total score and where they ranked in the scoring. We do not share scores or ranking of other vendors.)*

**Wrap-up comments:**

1. Thank you for taking the time to debrief with us today
2. We hope that your firm will have continued involvement in future procurements

**Action items:**

*[Public disclosure requests made by the vendor]*