**Competitive Proof of Concept**

**Supplier Evaluation**

**Date:** [insert date]

The State of Tennessee entered into NUMBER proof of concept (POC) contract(s). The POCs have since been conducted.

The evaluators rated each supplier as follows:

|  |  |
| --- | --- |
| Supplier | Proof of Concept Rating |
| SUPPLIER 1 | Highly Successful, Successful or Below Expectations |
| SUPPLIER 2 | Highly Successful, Successful or Below Expectations |
| SUPPLIER 3 | Highly Successful, Successful or Below Expectations |

These determinations were accomplished by evaluating each suppliers’ POC against the Technical Evaluation Criteria. A POC receiving a score of XX or higher is considered successful. A POC receiving a score of 95 or higher is considered highly successful. A successful pilot does not mean that the State will fully implement the solution, or enter into negotiations with that supplier.

Based on the evaluation,the State wishes to enter into negotiation to utilize the full implementation option of its contract with SUPPLIER(S)/the State may seek to negotiate with successful suppliers to utilize the full implementation option of its contract at some point before DATE/the State will not seek to negotiate to utilize its full implementation option.

**Supplier Name:** SUPPLIER 1 **Score:** SCORE **Proof of Concept Rating:** Highly Successful, Successful or Below Expectations [**Read and delete**: copy these tables for as many suppliers as are being evaluated.]

**Proof of Concept Quality – XX Points Possible (To be completed by the Program Manager)**

|  |  |  |
| --- | --- | --- |
| Criteria | Response | Point Deductions |
| Did the product or service meet the minimal needs of the State? | Yes/No | Answering Yes results in 0 points deducted. Answering No results in -XX points |
|  | If No, explain (Did the product or service not do what was claimed or expected?) (Answering no here results in automatic failure, do not continue with evaluation.) |  |
| Did the product or service meet quality expectations? | Yes/No | Answering No results in up to -XX points |
|  | If No, explain (Was there unacceptable down time? Was there an unacceptable level of defective product? Was there a high level of repair, maintenance, or customer support services need?) |  |
| Did the proof of concept demonstrate that the solution would work at full scale implementation? | Yes/No | Answering No results in up to -XX points |
|  | If No, explain (Is there a reason this may work at a smaller scale, but not full scale?) |  |
| Did the proof of concept highlight any drawbacks in the product or service not found in similar products or service? | Yes/No | Answering No results in up to -XX points |
|  | If Yes, explain (Describe any drawbacks?) |  |
| **Total Quality Points** |  | **Subtract all deducted points from XX (0 being lowest possible)** |

**Supplier Service and Support – 25 Points Possible**

|  |  |  |
| --- | --- | --- |
| Criteria | Response | Point Deductions |
| Did supplier met the minimum customer service expectations? **(To be completed by the designated reviewer)** | Yes/No | Answering Yes results in 0 points deducted. Answering No results in -XX points |
|  | If No, explain (In what ways did they not meet expectations?) (Answering no here results in automatic failure, do not continue with evaluation.) |  |
| Did supplier provide customer service above expectations? **(To be completed by the designated reviewer)** | Yes/No | Answering No results in up to -X points |
|  | If Yes, explain (Provide an example or two of how supplier has given good customer service) |  |
| Did supplier comply with the terms of the contract? **(To be completed by the designated reviewer )** | Yes/No | Answering No results in up to -XX points |
|  | If No, explain (What terms have not been complied with? How serious is this breach?) |  |
| **Total Service and Support Points** |  | **Subtract all deducted points from XX (0 being lowest possible)** |

**Cost Containment – 25 Points Possible (To be completed by the Contract Administrator)**

|  |  |  |
| --- | --- | --- |
| Criteria | Response | Point Deductions |
| Did supplier offer solutions to lower the cost of full implementation of this proof of concept? | Yes/No | Answering No results in -X points. Answering Yes results in 0 points deducted |
|  | If Yes, explain (What ideas were offered? Will they be used?) |  |
| Did supplier raise costs or cost estimates? | Yes/No | Answering Yes results in -XX points. Answering No results on 0 points deducted. |
| **Total Cost Containment Points** |  | **Subtract all deducted points from XX (0 being the lowest possible)** |