

## DECISION MEMORANDUM OUTLINE

The purpose of the decision memorandum is to document the process and outcome of the competitive selection process. The document not only serves as a record for the district and CDE in documenting how a consultant or vendor was hired, but also allows some transparency into the process for all stakeholders, including the firms or vendors who have put resources into responding to the request for qualifications/proposal.

A useful decision memorandum should contain the following:

- Name of the project for which a vendor is being solicited, and district information
- Brief description of the RFQ or RFP that was issued, noting the date and selection criteria (attach RFQ as an exhibit)
- A description of where/how the RFQ or RFP was advertised
- A list of respondents
- A description of the makeup of the selection committee
- A description of the procedure used to score RFQ/P responses, including a sample scoring sheet
- A summary or matrix showing the results of the scoring procedure
- A brief summary of any discussions involved in confirming the final selection(s)
- Some discussion of strengths/weaknesses of each firm if not clear from the scoring matrix
- Identification of the short-listed candidates or apparent winner
- If any responses were rejected as incomplete or non-responsive, an explanation for the rejection

If an interview stage follows, the memorandum should also describe:

- Description of any walkthroughs or other proceedings prior to interview
- Description of the interview format, questions, scoring criteria, and scoring methodology
- A summary or matrix showing the results of the scoring procedures

- Some discussion of the strengths/weaknesses discussed by the committee in determining scores if not clearly addressed in the scoring matrix/summary
- Identification of the apparent winner