



VENDOR DEBRIEF DISCUSSION FORM

Form Instructions:

- 1. Port staff shall work with the attending panelists to review final score sheets and summarize discussion notes on this form.
- 2. Discussion notes shall address what the firm did well and could have improved on should be entered in the yellow highlighted cells in columns E and F. Please ensure comments are brief, concise, and constructive.
- 3. Port staff shall share the completed form with any non-attending panelists for review.
- 4. On behalf of all panelists, one attending panelist shall sign this form and send to the assigned by the requested deadline.
- 5. The assigned Port staff shall review and approve this discussion form prior to panelist(s) attending the debrief meeting.

Solicitation ID	Solicitation Title	Firm Name	Date of Vendor Debrief
Division Name	Evaluation Committee Members		Port Staff Name

Ranked position of the proposer’s written submission and/or interview	Written:	Interview:

Evaluation Criteria	Description	Summary of What the Firm Did Well	Summary of How the Firm Could Have Improved On
Criteria 1	Brief description of what panelist(s) were looking for		
Criteria 2	Brief description of what panelist(s) were looking for		
Criteria 3	Brief description of what panelist(s) were looking for		

Panelist Name:		Port Staff Name:	
Panelist Signature:		Port Staff Signature:	
Date Form Reviewed:		Date Form Finalized:	