

## STATE PROCUREMENT OFFICE

# Procedures for DEBRIEFING

HAR §3-122-60 (RFP) and §3-122-70 (Professional Services)

Within three working days after the posting of the award, an offeror may request, in writing, for debriefing. Procurement Officer shall schedule the meeting within seven working days, or as soon as practicable.

The Procurement Officer provides a debriefing to furnish the basis for the selection decision and contract award. Debriefing should be given orally, in writing, or by any other method as determined by the Procurement Officer, and should include:

- The evaluation of significant weaknesses or deficiencies in the offerors proposal, if applicable;
- The overall evaluated cost or price (including unit prices) and technical rating, if applicable, of the successful offeror and the debriefed offeror;
- The overall ranking of all proposals (abstract or summary of results), when any such ranking was developed during the procurement process;
- A summary of the rationale for award; and
- Reasonable responses to relevant questions whether the procurement method (RFP or professional services) procedures, applicable laws and rules were followed.

Debriefings should not:

- Include point-by-point comparisons of the requesting (debrief) offeror proposal with those of other offerors.
- Reveal any information prohibited from disclosure by law (HRS chapter 92F, Uniform Information Practices Act), including trade secrets, or privileged or confidential commercial or manufacturing information.

A summary of any debriefing conducted should be included in the contract file.

Requesting (debrief) offeror may file a protest within five working days after the date that the debriefing is completed.