

**Competitive Sealed Proposals  
HRS §103D-303  
EVALUATION COMMITTEE MEMBER QUALIFICATIONS**

Pursuant to Hawaii Administrative Rules (HAR) §3-122-45.01 on Evaluation committee, prior to preparation of a request for proposals, the Procurement Officer (PO) shall determine in writing if the proposals will be evaluated by an evaluation committee. The PO shall identify the committee members and validate members' qualifications in the area of the goods, services or construction being procured.

Request for Proposals (RFP) No.: \_\_\_\_\_

RFP Title: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department/Division/Branch/Office: \_\_\_\_\_

The following evaluation committee members (minimum three government employees) have sufficient qualifications in the subject RFP area to evaluate proposals received in response to the RFP (*Attach sheet for additional evaluation committee members.*):

1. Employee Name: \_\_\_\_\_

Qualifications: \_\_\_\_\_

2. Employee Name: \_\_\_\_\_

Qualifications: \_\_\_\_\_

3. Employee Name: \_\_\_\_\_

Qualifications: \_\_\_\_\_

4. Name: \_\_\_\_\_ Employee  Private Consultant

Qualifications: \_\_\_\_\_

5. Name: \_\_\_\_\_ Employee  Private Consultant

Qualifications: \_\_\_\_\_

Evaluation committee member No. \_\_\_\_\_ is designated as the contract administrator (CA).\*

***Approved pursuant to HAR §3-122-45.01:***

\_\_\_\_\_  
Signature (Procurement Officer)                      Print Name                      Date

\*Note: For Executive Departments, CA shall have written procurement delegation and shall have attended mandatory training in accordance with Procurement Delegation No. 2010-01 *Delegation of Procurement Authority*, as amended, and Procurement Circular No. 2010-05, *Statewide Procurement Training*, or as subsequently amended.

Place completed form in procurement/contract file.