

RFP DCM Panelist and Program Lead Roles

DCM Panelist: Ensure that panelist follow consistent rules and regulations and only discuss information written in the actual RFP. Keep panelist focused on RFP information and do not allow for personal history between Panelist Reviewers and Bidder to be shared during the review. Ensure that all Score Sheets are fully completed in the heading and are initialed on each page in right hand corner. Double check scores and give score sheet back to program lead.

Program Lead: collects all materials, Bidder's RFPs and score sheets. Program Lead ensure that all Ethics and Confidentiality Forms are completed and notarized.