Supplier Debriefing Record Template

Optional template that may be used by the Issuing Officer to document the supplier debriefing session.

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| **Supplier Debrief Information** | |
| Entity Name: | Solicitation Number and Title: |
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| Date Debriefing Request Received: | Supplier Company Name: |
|  |  |
| Debrief Facilitator Name and Contact: | Supplier Representative Attendees and Contact Information: |
|  |  |
| Name and Contact Information of Other Participants: | Debriefing Date, Time, and Location: |
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| **Document Checklist** |
| * Evaluation Scoring Sheets |
| * Strengths and Weaknesses Summary |
| * Names(s) and Address(es) of all Suppliers who Participated in the Procurement (optional) |
| * Contract Award Notice |

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| **Strengths and Weaknesses:** Provide a summary of the key strengths and weaknesses of  the Supplier’s response. |
| **Strengths:** |

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| **Weaknesses:** |
| **Future Improvements:** Include any suggested improvements to future solicitation. |

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| **Issues:** Include any identified issues during the supplier debrief. Document all issues in the  space below and escalate to senior management or legal counsel accordingly. |
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| Issues(s) escalated to the following individuals: |
| **Other:** Note any other relevant topics, notes, and summaries. |
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| **Formal Closure of Debrief Session:** | | | |
|  | | | |
|  | **Name** | **Signature** | **Date** |
| Debrief Facilitator |  |  |  |
| Representative |  |  |  |
| Procurement Lead |  |  |  |
| Other Participants |  |  |  |
| **Additional Comments** | | | |
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