

CHAPTER 10 FINAL RANKING

Upon the completion of the technical review, the PSU will complete the final selection portion of the **Professional Services Selection Package**, to the extent possible, and attach to these forms the comments written by the TRC. The compiled average evaluation scores will be completed in the **Professional Services Selection Package**.

PSU shall prepare an ordinal ranking matrix for final selection, listing the ordinal rankings of each respective TRC member's scores. Ordinal values will be assigned by PSU to each individual TRC member's set of technical evaluation scores. The ordinal ranking of "1" will be assigned to a TRC member's highest score. The ordinal ranking of "2" will be assigned to the same TRC member's second highest technical score, etc. The matrix of ordinal rankings will be prepared by PSU and provided to the Selection Committee as part of the **Professional Services Selection Package** for final selection. Ordinals will be used as a tool to determine skewing, which may sometimes occur due to natural scoring differences between TRC members. Skewing does not imply improper scoring. Selection Committee members may consider ordinal rankings as the basis for final ranking in instances of skewing, or if technical evaluation scores are tied.

Once compiled, the PSU will transmit the **Professional Services Selection Package** to the TRC and the Selection Committee. During the final selection meeting, the form will be completed by the recording secretary with a narrative explanation for the reasons for the ranking. If the average technical scores and ordinal rankings are identical for the two top rated Consultants, the Selection Committee may consider availability of Consultant as a tie breaker. Deviation from the TRC scores will be clearly explained in the **Professional Services Selection Package**.

The PSU will input the Selection Committee's action in the Procurement Application immediately following the selection meeting. The results will be posted consistent with the Procurement Internet website. Once the selected firm is input into the Procurement Application, the contract may then be reviewed by the Chief of Staff through the Contract Approval Process and Database. The contract may not be fully executed until Chief of Staff approval is obtained.