

EXTERNAL DEBRIEF QUESTIONNAIRE

PROJECT		
CLIENT		
DELIVERY METHOD		VALUE
SUBMITTAL TYPE SOQ + PROPOSAL PROPOSAL		COST FACTOR QUALIFICATIONS QUALIFICATIONS + PRICE
INTERVIEW YES NO		OUTCOME WON LOST IF LOST, WHO WON?
PROFIT CENTER	PROPOSAL LEAD	MARKETING LEAD
DEBRIEF LEAD		DATE
CLIENT CONTACT		
PHONE		EMAIL
ATTENDEES (EXTERNAL & INTERNAL)		MEETING TYPE FACE-TO-FACE CONFERENCE CALL

PURSUIT / PRE-MEETING NOTES

SELECTION PROCESS

What was the final ranking of firms after the proposal evaluation? After the interview?

What criteria did the selection committee use to evaluate the firms? Are you willing to provide copies of the scoring sheets?

Based on the key elements of the scoring criteria, how did Garney compare to the competition?

What were critical selection factors?

PROPOSAL / INTERVIEW EVALUATION

What did you think about the appearance and organization of Garney's proposal/presentation? What did you like least?

In comparison with the competition, how did Garney's written proposal compare in its readability? Did Garney address all questions with proper detail? If not, explain areas for improvement.

How did proposal graphics or presentation visuals compare to the competition?

How well did our proposal/presentation convey our experience? Where could we make improvements?

What was your reaction to the structure of our project team and their qualifications?

Did Garney address all of your concerns in the proposal/presentation? If not, where did we fail and why? Where did we excel?

Evaluate Garney's ability to communicate our understanding of your needs.

How well did we qualify our *(PICK ONE OR TWO HOT BUTTONS)* project manager, project team, subconsultants, approach, technical expertise, experience, innovation, responsiveness, local knowledge, capacity, ability?

Were our client references forthcoming about our performance? Did any concerns arise following the reference check?

Describe any individuals on the interview team who made an impact, whether positive or negative.

How did the competition differentiate themselves in their proposal/interview?

At the end of your evaluation, were you left with any major unanswered questions?

TECHNICAL FACTORS

How well did our proposal/presentation convey our approach? Where could we make improvements?

What did you think of our approach? Was it detailed enough? Did we miss anything?

How did our fee compare to our competitors?

What did you think of the schedule?

LOST PROPOSAL / INTERVIEW

What was the most appealing attribute of the winning team?

What does Garney need to change or improve to be considered for your next project?

Share one or two factors that would have made a difference in awarding Garney this project.

Do you have any upcoming projects? How do you plan to advertise? Should we be in contact with anyone else at the department regarding these opportunities?

WON PROPOSAL / INTERVIEW

What was the deciding factor to select Garney?

What are the most important factors Garney can do to keep you satisfied?

How close were the competitors?

CLIENT FEEDBACK
