

Supplier Debriefing Record Template

Supplier Debrief Information	
Public Body Information:	Solicitation Number and Title:
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:
Document Checklist	
<input type="checkbox"/> Evaluation Scoring Sheets	
<input type="checkbox"/> Strengths and Weaknesses Summary	
<input type="checkbox"/> Names(s) and Address(es) of all Suppliers who Participated in the Procurement (optional)	
<input type="checkbox"/> Contract Award Notice	

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

Weaknesses:

Future Improvements:

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.

Issues(s) escalated to the following individuals:

Other: Note any other relevant topics, notes, and summaries.

Formal Closure of Debrief Session:

Public Body:

	Name	Signature	Date
Debrief Facilitator			
Representative			
Procurement Lead			
Other Participants			

Additional Comments