Merit Review Panel Chairperson's Report Outline

Cover Page: Identify Report, reference FOA number/title, etc.

Section 1: Purpose

a. A brief statement as to the purpose of the Merit Review Chairperson's Report

b. A brief summary of the number of applications received [as applicable, discuss whether any applications were 'late' and disposition of same]

Section 2: Initial Review

a. Discuss results of initial review, to include a list of applications rejected in the initial preliminary review, if any, including the reasons why they were rejected and not comprehensively reviewed.

Section 3: Merit Review

a. The number of Panel members, their names, a statement that all applications were independently evaluated in accordance with the Evaluation and Selection Plan, and a statement that all Panel members, including ex-officio members, signed the Conflict of Interest/Non-Disclosure Certificate [Attachment 1].

b. A discussion of the independent merit review process for all applications

c. Details of the Merit Review Panel meeting and the process followed, including a discussion of any deviations, such as issues with conflicts of interest

d. A discussion of the development of scores for each application, the ranking process, the number of applications deemed technically acceptable

e. [If applicable] Details of the Merit Review Panel's process to set the selection range and a reference to the final list of applications deemed technically acceptable [Record of Consensus Scores-Attachment 7]

Section 4: Recommendation to Selection Official

a. The Panel may include a recommendation to the Selection Official on those applications considered most meritorious for selection.

Section 5: Signature(s) and Concurrences

a. Merit Review Panel members
b. Chairperson
c. Legal
d. Contracting Officer

Attachments to the Chairperson's Report should include the following:

a) Signed Conflict of Interest/Non-Disclosure Certificates
b) Signed Evaluation and Selection Plan
c) Budget Evaluation
d) Record of Consensus Strengths and Weaknesses for each Application
e) Record of Consensus Scores