### ATTACHMENT 12

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**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**

1. 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**

1. 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].
2. A discussion of the independent merit review process for all applications
3. Details of the Merit Review Panel meeting and the process followed, including a discussion of any deviations, such as issues with conflicts of interest
4. A discussion of the development of scores for each application, the ranking process, the number of applications deemed technically acceptable
5. [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:**

1. Signed Conflict of Interest/Non-Disclosure Certificates
2. Signed Evaluation and Selection Plan
3. Budget Evaluation
4. Record of Consensus Strengths and Weaknesses for each Application
5. Record of Consensus Scores