

Verbal Interview Sample Language

Verbal Interviews

This can be included as part of the technical evaluation or its own evaluation factor.

Contractors with the most highly rated written submissions will each be invited to participate in an interview as part of the evaluation process. Each interview will be conducted remotely via video connection and/or teleconference. The government will communicate with certain contractors to schedule the dates and times of interviews.

Each interview will include an unstructured question and answer session, during which contractors will be asked questions about the technical aspects of their proposal and their approach to software development. The government expects these interviews will assist the government to assess the technical abilities of the proposed development team and to better understand the proposed technical approach described in the contractor's written submission. Both of the contractor's proposed Key Personnel must participate in the interview.

The Introductions phase of each interview will last approximately 5 minutes, during which the contractor and the government interview team members will introduce themselves. The Open Technical Session of each interview will last approximately 45 minutes, during which the contractor interview team will respond to the government's questions related to the technical aspects of the contractor's proposal.

Contractors will NOT be able to use or present any slides, graphs, charts, or other written presentation materials, including handouts. There will be no follow-up session for further questions after this part of the interview.

The Closing Remarks phase of each interview will last approximately 5 minutes, during which the contractor may make a short presentation summarizing the contractor's responses to the government's questions.

Interviews will not constitute discussions. Statements made during an interview will not become part of the submissions.

