|  |  |
| --- | --- |
| **Checklist – Supplier Debrief** | Tick |

|  |  |
| --- | --- |
| **Supplier name:** |  |
| **Supplier representative/s:** |  |
| **Debrief date:** |  |
| **Debrief duration:** |  |
| **Name and position of agency officer providing feedback:** |  |
| **Name/s and position/s of other officers:**  (for face-to-face debriefs) |  |

Explain the procurement and evaluation process

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| --- | --- | --- |
| Outline how you came to the decision | Refer to/provide copies of | |
| * Approach to market e.g. request for proposal, clarifications, closing date. * The number of tenders received. * The evaluation process: any preconditions, evaluation criteria and weightings. * The Guide to Scoring. * The panel meeting – number of voting panel members, independent chair, conflict of interest declarations and commercially sensitive information. * The result – preferred supplier identified. * Negotiations have taken place and the contract has been awarded **or** no tenders met the requirements and no contract has been awarded. | | Refer to/provide copies of:   * Any preconditions * Evaluation criteria and weightings * Guide to Scoring. |

Reason the tender wasn’t chosen

Explain that a tender can fail for one of two reasons. State the one that applies in this case.

* 1. Didn’t meet the process requirements or didn’t demonstrate that it could meet all the criteria.
  2. Met the above, but wasn’t the preferred solution offering the best value for money.

Summary of evaluation

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| How the tender compared with those of others |
| * Ranking on technical merits: e.g. *third out of 10* (where first is the top-ranking tender). * Ranking on price: e.g. *eighth out of 10*. |

Quality of the tender

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| Constructive feedback |
| What was good/bad about how the supplier presented its tender?   * Was it clearly written and easy to understand? * Had it been properly proof-read? Any spelling or grammatical mistakes or typos? * Did the tender provide all the requested information? * Were all the attachments included? * Was information in the logical/required order? * Did it fully address all of the criteria? * Did it show it could meet all of the criteria? * Did it contain information that wasn’t requested or was superfluous? * How could it have been improved? |

Scores

|  |  |  |
| --- | --- | --- |
| Criteria | Score | Key strengths and weaknesses |
| #1 |  |  |
| #2 |  |  |
| #3 |  |  |
| Total |  |  |

Strengths and weaknesses

|  |  |
| --- | --- |
| Technical merits | Key points to include in the feedback |
| **Overall Strengths**  Area/s that met or exceeded the evaluation criteria. |  |
| **Overall Weaknesses**  Area/s that failed to meet the evaluation criteria. |  |

Feedback

|  |  |
| --- | --- |
| Ask for the supplier’s feedback on the procurement process | |
| What worked – what was easy to follow? |  |
| What didn’t work – what could we improve? |  |

Notes

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| Key discussion points and questions asked by the supplier |
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